AN EXHAUSTIVE

HEADMASTERS' MANUAL

A GUIDE-BOOK FOR SCHOOL ADMINISTRATION
AND ACADEMIC INSTRUCTION

Thoroughly Revised & Enlarged Fourth Edition — Februrary, 1992

Edited By

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PREFACE

M/s. **B. B. KUNDU ENTERPRISE** is a pioneer concern in publishing **Headmasters' Manual** in the interest of Secondary & Higher Secondary Education in West-Bengal. The last three editions of the Manual have helped us to enrich the book not only with up-to-date circulars, but to provide all relevant informations in details. The comments on relevant topics for clarification where- ever felt necessary is also given. It may please be noted that the contents have also been prepared with relevancy of memo.nos. and date.

The special feature of this edition is that with the recurring progress of printing technology we have made this edition fully computerised in laser printing with the help of offset. It helps you to read the book clearly and properly.

Notwithstanding our best efferts to minimise the cost, the cost of production of this volume by addition of topice and circulars up-to-date and due to rise in price of paper and printing, we have reluctantly been forced to fix up the price at Rs. 225/-.

We would like to express our gratitude to **Shekh Narul Haque**, Secretary, Paschimbanga Madrasah Sikshak Samity for supplying necessary informations about Madrasah Board. We also express our sincer thanks to **Gautam Barman** and **Asit Das** in helping the Laser Typesetting of the Book.

It is our strong hope and belive, our patrons and customers will extend their kind co-operation and sympathy towards our mission.

Dated–17. February 1992.

With kind regards

B. B. KUNDU ENTERPRISE

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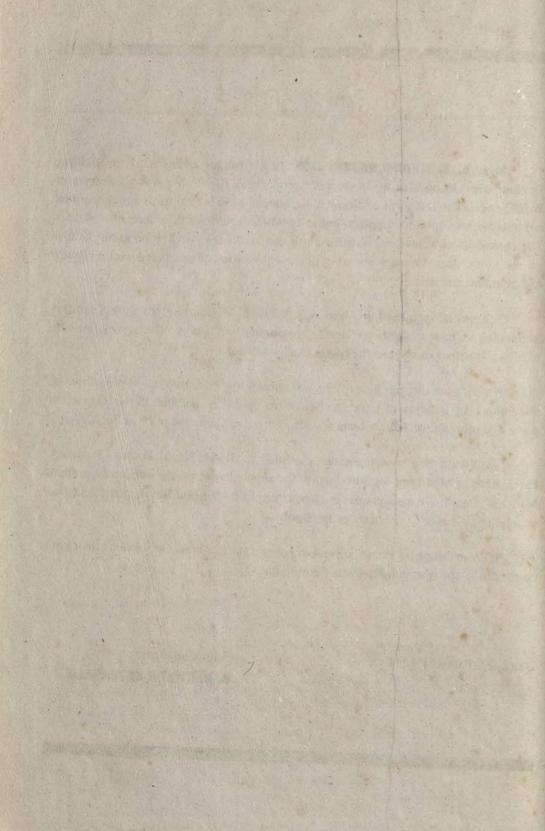
THE WEST BENGAL
BOARD OF SECONDARY EDUCATION
ACT, 1963

(West Bengal Act V of 1963)

As modified up to the 5th November, 1988

(Assent of the Governor was first published in the Calcutta Gazette, Extraordinary, of the 20th February, 1963.)

CHAPTER I

Preliminary

Short title, extent.—

1.(1) This Act may be called the West Bengal Board of Secondary Education Act, 1963.

(2) It extends to the whole of West Bengal.

[1]Provided that any institution situated in any other State or in any Union Territory may also with the sanction of the Government of such State or Union Territory, as the case may be, apply to the Board for recognition and the Board may, subject to such conditions or restrictions as it may, with the approval of the State Government think fit to impose, grant recognition to such institution.

[2](3) It shall come into force on such date as the State Government may, by notification in the Official Gazette, appoint.

Definitions.—

2. In this Act, unless the context otherwise requires,—

(a) "Board" means the West Bengal Board of Secondary Education established under this Act ;

[3](aa)"by-law" means a by-law made by the Executive Committee under this Act ;

(b) "Head of Institution" means the head of the teaching staff of an Institution, by whatever name he or she may be designated ;

1.This proviso has been added by the West Bengal Board of Secondary Education (Amendment) Act, 1977 (West Bengal Act, IX of 1977) published in the Calcutta Gazette, Extra-ordinary, Part III, No. 256, dated April 29, 1977.

2.This Act with effect from the 1st January, 1964 vide Notification No. 4551 Edn. (G)/G. 8B-42/63, dated December 27, 1963.

3.Clause (aa) of section (2) has been added by the West Bengal Board of Secondary Education (Amendment) Act, 1979 (West Begnal Act-XXXII of 1979) published in the Calcutta Gazette, Extra-ordinary, Part III, No.645, dated November 2, 1979.

[1](c) "Institution" means a Secondary School or an educational Institution or part or department of such school or Institution imparting instruction in Secondary Education ;

(d) "Managing Committee" used in reference to an institution includes the Governor or the Governing body of such an institution ;

(e) "notification" means a notification published in the Official Gazetee;

(f) "Prescribed" menas prescribed by rules made under this Act ;

(g) "President" means the President of the Board ;

(h) "Primary Education" means educations, imparted in a primary school as difined in any Bengal Act or West Bengal Act or education equivalent thereto ;

(i) "recognised" with its grammatical variations, used with reference to Institutions, means recognised under this Act or within the meaning of the West Bengal Secondary Education Act, 1950 ;

(j) "regulation" means a regulation made by the Board under this Act ;

(k) "rule" means a rule made by the State Government under this Act ;

(l) "Secondary Education" means general education above the primary education stage provided for students with a view to qualifying them for admission to a certificate, diploma or degree course instituted by a University or by Government or by a Statutory Body[2] and includes, subject to any general or special order of the State Government,—

(i) technical education,

(ii) agricultural education,

(iii) commercial education,

(iv) education for the physically handicapped,

(v) education for the mentally retarded and defectives,

(vi) education in Reformatory schools and jails, or

(vii) any other type of education which the State Government may, in consultation with the Board, specify.

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1. Clause (c) section (2) has been substituted by the West Bengal Board of Secondary Education (Amendment) Act, 1979 (West Bengal Act-XXXII of 1979) published in the Calcutta Gazette, Extra-ordinary, Part III, No 645, dated November 2, 1979.

2. Added by the West bengal Board of Secondary Education (Amendment) Act, 1973, (West Bengal Act-XXXI of 1973) published in the Calcutta Gazette, extra-ordinary, Part III, No. 387, dated June 7, 1973.

CHAPTER II

The Board

Establishment and incorporation of the West Bengal Board of Secondary Education.—

3. (1) The State Government shall as soon as may be after this Act comes into force, establish a Board named the West Bengal Board of Secondary Education.

(2) The Board shall be a body corporate with perpetual succession and a common seal shall be entitled to acquire, hold and dispose of property, to enter into contracts and to do all other things necessry for the purposes of this Act, and shall by its name sue and be sued.

[1]**Composition of the Board—**

4. The Board shall consist of the following members :—

(1) The President ;

(2) The President of the West Bengal Council of higher Secondary Education, *ex-officio;*

[2](3) The director of School Education, Government of West Bengal, *ex-officio ;*

[3](4) Omitted ;

(5) The Director of Technical Education, Government of West Bengal, *ex-officio ;*

(6) The Deputy Director of Secondary Education (for women), Government of West Bengal, *ex-officio ;*

(7) The Deputy Director of Secondary Education (1), Government of West Bengal, *ex-officio ;*

(8) Two persons elected in the manner prescribed from amongst the teaching staff of training colleges for teachers of Secondary Schools affiliated to or recognised by any of the Universities in West Bengal ;

(9) The Dean of the Faculty of Arts and the Dean of the Faculty of Science of the Calcutta University, *ex-officio ;*

(10) The Dean of the Faculty of Engineering and Technology, Jadavpur University, *ex-officio ;*

(11) The Adhyaksha, Kala Bhavan, Viswa Bharati, Santiniketan, *ex-officio ;*

(12) A Dean nominated by each of the Universities of Burdwan, Kalyani and North Bengal and the Bidhan Chandra Krishi Viswa-Vidyalaya ;

1.Section (4) has been substituted by section 3 of the West Bengal Board of Secondary Education (Amendment) Act, 1979 (West Bengal Act XXXII of 1979) published in the Calcutta Gazette, Extra-ordinary, Part III, No. 645. dated November 2, 1979.

2. Clause 3 of section 4 has been omitted by the West Bengal Board of Secondary Education (Amendment) Act, 1984.

3. Clause 4 of section 4 has been substituted in the West Bengal Board of Secondary Education (Amendment) Act, 1986.

(13) One person nominated by the Madrasha Education Board from amongst the members of the Madrasha Education Board;

(14) (a) Two heads of recognised Secondary Schools nominated by the State Government;

[1](b) Thirty-Three whole tme and permanent teachers of recognised secondry Schools (Those appointment - has been approved in accordance with the rules) of whome one shall be from the hill areas, elected in the manner prescribed.

Explanation— " Hill areas" shall have the same meaning as in the Darjeeling Goarkha. Hill council Act, 1988.

(15) Two representatives of the West Bengal Legislative Assembly elected in the manner-prescribed ;

(16) Five persons interested in education nominated by the State Government, one of whom shall be a woman and at least one shall be a member of the Managing Committee of a recognised Institution ;

(17) One person elected by the employees of the Board from amongst themselves in the manner provided by regulations; and

(18) (a) One whole-time and permanent member of the teaching staff of primary schools recognised by the District Schools Board or the Director of Public Instruction or the Director of Primary Education, nominated by the State Government ;

(b) One whole-time and permanent member of the teaching staff of colleges affiliated to any of the Universities in West Bengal nominated by the State Government.

Appointment in default of election—

5. (1) If by such date (a) Sub-clause (b) of clause 14 of section 4 has been substituted by The West Bengal Board of Secondary Education (Amendment) Act, 1983 (West Bengal Act XXVII of 1983) as may be prescribed any of the authorities, other than the State Government, fails to elect or nominate a member or members as provided in section 4, the State Government shall appoint member or members qualified for election or nomination by such authority ;

Provided that in the case of the State Legislative Assembly if the said Assembly has been dissolved, the State Government shall appoint a suitable person to be a member to hold office until the said Assembly is reconstituted and a representative is elected by the members thereof.

(2) A person appointed under this section shall be deemed to be a member of the Board duly elected or nominated under section 4.

Publication of the names of elected, nominated or appointed members of the Board.—

6. The name of every person elected or nominated under section 4 or appointed under section 5 as a member of the Board shall be published in the Official Gazette as soon as may be after his election or nomination or appointment, as the case may be.

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1. Sub-clause (b) of clause 14 of section 4 has been substituted by The West Bengal Board of Secondary Education (Amendment) Act, 1983 (West Bengal Act XVI of 1988).

Term of office of elected, nominated or appointed member of the Board.—

7. (1) Subject to the provisions of this Act, an elected, nominated or appointed member of the Board shall hold office for a term of five years from the date on which his name is published under section 6, any may, on expiration of such term be re-elected, re-nominated or re-appointed.

(2) Notwithstanding the expiration of the term of five years specified in sub-section (1), an elected, nominated or appointed member of the Board shall continue to hold office until the vacancy caused by the expiration of the said term has been filled in accordance with the provisions of this Act.

Casual vacancies.—

8. If any member dies or resigns his office or ceases to be a member for any other reason the vacancy shall be filled up by a fresh nomination or election under section 4 and the member so nominated or elected shall hold office for the unexpired portion of the term of the member whose place he fills.

Appointment, term of office, salary and allowances of the President.—

9. (1) The President shall be appointed by the State Government.

[1](2) The appointment of a President under sub-section (1) shall be for such period as may be specified in the notification, but the State Government may however, extent the period from time to time so that the total period from time to time so that the total period of appointment does not exceed 5 years from the date of first appointment.

(3) The President shall cease to hold office if at any time he becomes subject to any of the disqualifications referred to in sub-section (1) of section 11.

(4) The President may resign his office by giving notice in writing to the State Government.

(5) The President shall receive such salary and allowances, if any, from the West Bengal Board of Secondary Education Fund as the State Government may determine.

Temporary and acting arrangement for the office of the President.—

10. (1) If the President dies or resigns his office or ceases to hold office or is temporarily absent the State Government shall authorise a member of the Board to exercise the powers and perform the duties of the office of the President until the President resumes office or a new President is appointed, as the case may be.

(2) A President appointed to fill a casual vacancy, under sub-section (1), shall hold office for the unexpired portion of the term of the President whose place he fills.

Disqualifications for membership.—

11. (1) A person shall be disqualified for being elected, nominated or appointed a member of the Board if he—

(a) has been adjudged by a Competent Court to be of unsound mind ;

(b) is an undischarged insolvent ;

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1. Sub-sect. (2) of section 9 has been substituted by the West Bengal Board of Secondary Education (Amendment) Act 1963 (West Begnal Act XXXVII of 1963).

(c) being a discharged insolvent, has not obtained from the Court a certificate that his insolvency was caused by misfortune without any misconduct on his part ;

(d) has been convicted by a Court of an offence which is declared by the State Government to be an offence involving moral turpitude, unless—

(i) such disqualification is condoned by the State Government, or,

(ii) the term of his sentence of imprisonment, or a period of five years from the date of his conviction, whichever is longer, has expired ;

(e) directly, or indirectly, by himself or his partner,—

(i) has or had any share or interest in any text-book approved by the Board or published by or under the authority of the Board or,

(ii) has any interest in any work done by order of , or in any contract entered into on behalf of, the Board ;

Provided that a person who had any share or interest in any text-book referred to in sub-clause (i) shall not be deemed to have incurred the disqualification under the said sub-clause if five years have elapsed from the date of the publication or republication of such text-book.

(2) If an elected, nominated or appointed member of the Board becomes after his election, nomination or appointment, as the case may be, subject to any of the disqualifications specified in sub-section (1), his membership shall thereupon cease with effect from such date as the State Government may direct.

Disputes relating to the eligibility or the manner of election of members.—

12.(1) If any question arises relating to—

(i) the eligibility of any person for election as a member of the Board, of any Committee or of a Regional Council[1] under this Act, or

(ii) the manner in which any such election has been held, or

(iii) the disqualification of any member of the Board, of any Committee, or of a Regional Council[1] continuing as such member,

Such question shall be refered for decision to a Tribunal consisting of a Judicial Officer not below the rank of a District Judge or an Additional District, Judge, appointed by the State Government.

(2) The procedure to be followed by the Tribunal shall be such as may be prescribed.

(3) The decision of the Tribunal under sub-section (1) shall be final and no suit or proceeding shall lie in any Civil or Criminal Court in respect of any matter which has been or may be referred to, or has been decided by, the Tribunal under that sub-section.

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1. The words "Regional Council" have been substituted for the words "Regional Examination Council" by section 5 of the West Bengal Board of Secondary Education (Amendment) Act, 1979 (West Bengal Act XXXII of 1979) published in the Calcutta Gazette, Extra-ordinary, Part III, No, 645, dated November 2, 1979.

Resignation and removal of members.—

13(1) An elected, nominated or appointed member of the Board may resign his seat by giving notice in writing to the President, and when such resignation is accepted by the Board, such member shall be deemed to have vacated his seat.

(2) The State Government may, by notification, and after giving the member concerned an opportunity of being heard, remove any elected, nominated or appointed member of the Board if, without obtaining the consent of the President, he is absent from three consecutive meetings of the Board.

Conduct of meetings.—

14. The President, or in his absence, one of the members of the Board elected from amongst those present, shall preside at meetings of the Board, and the President or such memebr shall be entitled to vote on any matter and shall have a second or casting vote in every case of equality of votes.

Restriction of voting.—

15. (1) No member of the Board shall vote on any matter in which he has any personal of pecuniary interest or if it relates to any Institution of which he is either a teacher or a member of the Managing Committee.

(2) The President or the member presiding at a meeting of the Board shall decide any question arising under sub-section (1) and his decision thereon shall be final.

Persons in the service of the Board.—

16. (1) The Board shall have a Secretary who shall be appointed by the State government.

(2) The Board may appoint such other officers and servants as it considers necessary for carrying out the purposes of this Act.

(3) The terms and conditions of appointment and the scales of pay and allowances, if any, shall—

(a) as respect the Secretary be such as may be prescribed, and

(b) as respects the other officers and servants be such as may be determined by regulations.

(4) Subject to the general control and supervision of the President the Secretary shall be the principal administrative officer of the Board. He shall be entitled to attend and speak at any meetings of the Board, but shall not be entitled to vote.

Travelling allowance.—

17. Such members of the Board or of any Committee, Sub-Committee or Council constituted under this Act as are not in the service of the State Government, shall, in respect of expenses incurred by them in attending meetings of the Board, or of any such Committee, Sub-Committee or Council, or in exercising any powers or performing any duties conferred or imposed upon them by or under this Act, be paid by the Board such allowances and at such rates as may be prescribed.

CHAPTER III

Committees and Regional Councils

Committees.—

18. As soon as may be after the Board is established the Board shall constitute the following Committees, namely:—

(a) the Recognition Committee;

[1](aa) the Executive Committee;

(b) the Syllabus Committee;

(c) the Examinations Committee;

(d) the Appeal Committee;

(e) the Finance Committee.

Recognition Committee.—

19.[2](1) The Recognition Committee shall consist of the following members:—

(a) the President;

[3](b) the Director of School Education, Government of West Bengal, *ex-officio ;*

(c) four persons elected by the Board in the manner provided by regulations from amongst the members referred to in clause (14), clause (15) and clause (16) of section 4;

(d) the Deputy Director or Secondary Education (for women), Government of West Bengal, *ex-officio*; and

(e) the Deputy Director of Secondary Education (1), Government of West Bengal, *ex-officio.*

(2) The President shall be the Chairman of the Recognition Committee and the Secretary to the Board shall be the Secretary to the said Committee.

(3) It shall be the duty of the Recognition Committee to advise the [4][Executive Committee] on all matters concerning the recognition of Institutions and the [4]Executive Committee shall not accord recognition to any Institution except on the recommendation of the Recognition Committee.

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1. Clause (aa) of section 18 has been added by the West Bengal Board of Secondary Education (Amendment) Act, 1979 (West Bengal Act No. XXXII of 1979) published in the Calcutta Gazette, Extra-ordinary, Part III, No. 645 dated November 2, 1979.

2. Sub-section (1) of section (19) has been substituted by section 7(a) of the West Bengal Board of Secondary Education (Amendment) Act, 1979 (West Bengal Act XXXII of 1979) published in the Calcutta Gazette, Extraordinary, Part III, No. 646, dated November 2, 1979.

3. Clause (b) of sub-section (1) of section 19 has been substituted under section 3 of the West Bengal Board of Secondary Education (Amendment) Act, 1984 (West Bengal Act X of 1984)

4. The words "Executive Committee" have been substituted for the word "board" by the section 7 (b) of West Bengal Board of Secondary Education (Amendment) Act, 1979.

Executive Committee.—

19A[1](1) The Executive Committee shall consist of the following members:—

(a) the President;

[2](aa) the President, West Begnal Council of Higher Secondary Education, *ex-officio* ;

[3](b) the Director of School Education, Government of West Bengal, *ex-officio* ;

[4](c) —omitted;

(d) the Deputy Director of Secondary Education (1), Government of West Bengal, *ex-officio* ;

(e) the Deputy Director of Secondary Education (for women), Government of West Bengal, *ex-officio* ;

(f) five persons elected by the Board in the manner provided by regulations from amongst the members referred to in clauses (8), (9), (10), (11) and (12) of section 4;

(g) five persons elected by the Board in the manner provided by regulations from amongst the members referred to in clause (14) of section 4;

(h) one person elected by the Board in the manner provided by regulations from amongst the members referred to in clause (15) of section 4;

(i) two persons elected by the Board in the manner provided by regulations from amongst the members referred to in clause (16) and clause (18) of section 4;

(j) member referred to in clause (17) of section 4.

(2) The President shall be the chairman of the Executive Committee and the Secretary to the Board shall be the Secretary to the said Committee.

(3) [5]Subject to any general or special orders of the State Government, the provisions of this Act and any rules or regulations made thereunder, the Executive Committee shall have the power to

(a) advise the Board on all matters relating to development of Education;

(b) take such steps as may be necessary to carry out, as directed by the Board, the policy in accordance with the provisions of this Act;

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1. Section 19A has been added by the West Bengal Board of Secondary Education (amendment) Act, 1979 (West Bengal Act XXXII of 1979) published in the Calcutta Gazette Extra-ordinary, Part III, Notification No. 645, dated November 2, 1979.

2. Clause (aa) of section (19A) has been added by the West Bengal Board of Secondary Education (Amendment) Act, 1982, (West Bengal Act XIII of 1982) published in the Calcutta Gazette, Extra-ordinary Part II, No. 2973Lr dated October 12, 1982.

3. Clause (b) of Sub-section (1) of section (19A) has been substituted by the West Bengal Board of Secondary Education (Amendment) Act, 1984, (West Bengal Act X of 1984.)

4. Clause (c) of Sub-section (1) of section (19A) has been omitted by the West Bengal Board of Secondary Education (Amendment) Act, 1984.

5. These words "Subject to any......... have the power" have been substituted for the words "It shall be the duty of the Executive Committee" by the West Bengal Board of Secondary Education (Amendment) Act 1982.

(c) [1]Subject to any directions of the State Government in regard to the number, location and manner of selection—

(i) grant or refuse recognition to Institutions, and

(ii) withdraw recognitions granted to Institutions, after considering the rocommendation of the Recognition Committee[2];

(d) (i) amalgamate two or more Institutions into one Institution,

(ii) split one Institution into two or more Institution, and

(iii) shift an Institution from one site to another[3];

(e) (i) supervise the functions of the managing commitees;

(ii) approve or withold approval of the constitution of the managing committes;

(iii) approve special constitution of the managing committees;[4]

(iv) supersede a managing committee and appoint Administrator [5]or ad-hoc committee to manage the affairs of an Institution;

(f) maintain a register of recognised Institutions;

[6](g) Provide, after considering the recommendations, if any, of the Syllabus Committee, the syllabus, the courses or studies to be followed and the books to be studied in recognised institutions and for examinations instituted by the Board;

(h) undertake, if necessary, with the approval of the State Government, the preparation, publication or sale of text books and other books for use in recognised Institutions;

[7](i) (a) approve or prescribe books either for being studied in recognised institutions or for examinations instituted by the Board or for both, and

(b) publish list of books so approved or prescribed and revise such list from time to time;

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1. These words "Subject to any direction" have been substituted for the words "subject to any orders" by the West Bengal Board of Secondary Education (Amendment) Act, 1982.

2. The words " and in accordance with such regulatiuon as may be made by the Board in this behalf" have been omitted by the West Bengal Board of Secondary Education (Amendment) Act, 1982.

3. The words "in accordance with ..... this behalf" have been omitted by the West Bengal Board of Secondary Education (Amendment) Act 1982.

4. The words "in accordance with such regulations as may be made by the Board" have been omitted by the West Bengal Board of Secondary Education (Amendment) Act 1982.

5. In Sub-clause (iv) of clause (e) of Sub-section (3) the words "or Adhoc Committee" have been added by the West Bengal Board of Secondary Education (Amendment) Act 1982.

6. Clause (g) of sub-section (3) has been substituted by the West Bengal Board of Secondary Education (Amendment) Act, 1982.

7. Sub-section (i) of section (3) has been substituted by the West Bengal Board of Secondary Education (Amendment) Act, 1983 (West Bengal Act XXVII of 1983)

(j) [1]set down the conditions to be fulfilled by candidates presenting themselves for examinations instituted by the Board;

[2](k) provide, after considering the recommendations, if any, of the Examinations Committee and the Regional Councils and with the approval of the State Government, the rates of remuneration to be paid to paper-setters, moderators, tabulators, examiners, invigilators, supervisors and other persons employed in connection with the examinations instituted by the Board and the rates of fees to be paid by candidates for such examinations;

(l) (i) grant permission to candidates to appear at the examinations instituted by the Board, and

(ii) refuse or withdraw such permission, if it thinks fit, [3]stating the ressons of such refusal or withdrawal.

(4) The Executive Committee shall submit to the Board[4] half yearly reports on the action taken by it on matters specified in this section and such other reports, returns, statements and information on any matter relating to the duties of the Executive Committee as the Board may require from time to time.

(5) [5]The Executive Committee may, if it thinks necessary, make by-laws, not inconsistent with this Act or the rules or the regulations made thereunder, for discharging its functions under this Act :

Provided that any decision or action taken or any order made by the Executive Committee in the discharge of its functions under this Act shall not be invalid merely on the ground that no by-law has been made under this sub-section.

(6) No by-law shall be valid unless it is approved by the State Government. The Executive Committee shall submit the by-law to the Board and the Board shall examine the same and submit the by-law to the State government with its report. The State Government, after considering the report of the Board, may approve the by-law and, if necessary, make such additions, alterations or modifications as it thinks fit.

(7) All by-laws approved by the State Government shall be published in the official Gazette.

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1. The words "set down" have been substituted for the words "make by laws regarding" by the West Bengal Board of Secondary Education (Amendment) Act 1982.

2. Clause (k) of section (3) has been substituted by the West Bengal Board of Secondary Education (Amendment) Act, 1982.

3. The words "stating the reasons of such refusal or withdrawal" have been substituted for the words "in accordance with such by- law as may be made by it in this behalf" by the West Bengal Board of Secondary Education (Amendment) Act 1982.

4. The words "half yearly" have been substituted for the word " quarterly" by the West Bengal Board of Secondary Education (Amendment) Act 1982.

5. Sub-section (5) of section 19A has been substituted by the West Bengal Board of Secondary Education (Amendment) Act 1983.

Syllabus Committee.—

20. [1](1) The Syllabus Committee shall consist of the following members:—

(a) The President;

[2](aa) The President, West Bengal Council of Higher Secondary Education, *ex-officio* ;

(b) The Dean of the Faculty of Arts of the University of Calcutta, *ex-officio* ;

(c) The Dean of the Faculty of Science of the University of Calcutta, *ex-officio* ;

(d) A Dean nominated by each of the Universities of Burdwan, Kalyani and North Bengal;

(e) The Dean of the Faculty of Engineering, Jadavpur University, *ex-officio* ;

(f) one person elected by the Board in the manner provided by regulations from amongst the members referred to in clause (8) of section 4;

(g) five persons elected by the Board in the manner provided by regulations from amongst the memebers referred to in clause (14) of section 4;

(h) three persons having special knowledge of scientific or technical education, who may or may not be members of the Board, elected by the Board in the manner provided by regulations.

(2) The President shall be the chairman of the Syllabus Committee and the Secretary to the Board shall be the Secretary to the said Committee.

(3) It shall be the duty of the Syllabus Committee to—

(a) advise, [3]by way of recommendation, 45the Executive Committee about the syllabus and courses of studies to be followed and the books to be studied in recognised Institutions as well as for examinations instituted by the Board;

(b) advise, [3] by way of recommendation, [4]the Executive Committee on any matter relating to the syllabus, courses of study or books to be studied, as may be referred to it by the Executive Committee.

(4) The Syllabus Committee may appoint such Sub-Committee or Sub- Committees as it may consider necessary to advise it upon may matter referrd to in sub-section (3) and it shall not be necessary for any member of such a Sub-Committee to be a member of the said Committee or [4]the Executive Committee.

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1. Sub-section (1) of section (20) has been substituted by the West Bengal Board of Secondary Education (Amendment) Act, 1979 published in the Calcutta Gazette, Extra-ordinary, Part III, Notification No. 645, dated November 2, 1979.

2. Clause (aa) of Sub-section (1) of section (20) has been added by the West Bengal Board of Secondary Education (Amendment) Act, 1982 published in the Calcutta Gazette, Extra-ordinary, Part III, No. 2937L dated October 12, 1982.

3. The words "by way of recommendation" in clause (a) and (b) of Sub- section (3) have been inserted after the word "advise" by the West Bengal Board of Secondary Education (Amendment) Act 1982.

4. In clause (a) and (b) of Sub-section (3) the words "Executive Committee" have been substituted for the word "Board" by the West Bengal Board of Secondary Education (Amendment) Act, 1979.

Examinations Committee.—

21. (1)[1] The Examinations Committee shall consist of the following members:—

(a) the President;

[2](b) the Director of School Education, Government of West Bengal, *ex-officio ;*

(c) one person nominated by the State Government from amongst the members of the Board referred to in clauses (9), (10), (11) and (12) of Section4;

(d) one person elected by the Board in the manner provided by regulations from amongst the members referred to in clauses (9), (10), (11) and (12) of section 4;

(e) the Director of Technical Education, Government of West Bengal, *ex-officio* ; and

(f) the Deputy Director of Secondary Education (1), Government of West Bengal, ex-officio.

(2) The President shall be the Chairman of the Examinations Committee and the Secretary to the Board shall be the Secretary to the said Committee.

(3) It shall be the duty of the Examinations Committee to—

(a) arrange for the holding of examinations instituted by the Board including the fixing of centres for such examinations;

(b) appoint Paper-setters and Moderators for such examinations;

(c) appoint Examiners, Tabulators, Supervisors and Invigilators for such examinations ;

(d) consider, approve and publish the results of such examinations; and

(e) disqualify candidates for presenting themselves at examinations for any reason considered to be adequate or for being declared as having passed any such examination on the ground of misconduct.

[3](4) The Examinations Committee shall advise—

(a) the Executive committee on—

(i) the rates of remuneration to be paid to the Paper-setters, Moderators, Tabulators, Examiners, Invigilators, Supervisors and other persons employed in connection with examinations.

(ii) the fees to be paid by the candidates for examinations ; and

(b) the Board on any matter relating to examinations which may be referred to it for advice by the Board.

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1. Sub-section (1) of section 21 has been substituted by the West Bengal Board of Secondary Education (Amendment) Act of 1979 published in the Calcutta Gazette, Extra-ordinary, Part III, No. 615 dated November 2,1979.

2. Clause (b) of Sub-section (1) of section 21 has been Substituted by the West Bengal Board of Secondary Education (Amendment) Act 1984.

3. Sub-section (4) of section (21) has been substituted by the West Bengal Board of Secondary Education (Amendment) Act, 1979.

(5) The Examinations Committee may appoint such Sub-Committee or Sub-Committees as it may consider necessary to advise it upon any matter referred to in sub-sections (3) and (4) and it shall not be necessary for any member of such a Sub-Committee to be a member [1]of the Examinations Committee or the Executive Committee or the Board.

Appeal Committee.—

22. [2]1(1) The Appeal Committee shall consist of the following members:

(a) three persons elected by the Board in the manner provided by regulations from amongst the members referred to in clause (14) of section 4;

[3](b) a person, who is or has been a member of the judicial service of the State Government, nominated by the State Government;

[4](c) the Director of School Education, Government of West Bengal, *ex-officio ;*

(d) a member of a managing committee of a recognised Institution nominated by the President.

(2) [5]The person referred to in clause (b) of sub-section (1) shall be the Chairman of the Appeal Committee and the Secretary to the Board shall be the Secretary to the said Committee.

(3) It shall be the duty of the Appeal Committee to hear and decide appeals by teachers[6] and other employees against decisions of Managing Committees of Institutions adversely affecting them, in accordance with regulations made in this behalf.

(4) The decision of the Appeal Committee under sub-section (3) shall be final and no suit or proceeding shall lie in any Civil or Criminal Court in respect of any matter which has been or may be referred to, or has been decided by the Appeal Committee.

[7](5) The honorarium or remuneration, if any, of the member nominated under

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1. In Sub-section (5) the words "of the Examinations Committee or the Executive Committee or the Board" have been substituted for the words of "of the Examinations Committee or of the Board" by the West Bengal Board of Secondary Education (Amendment) Act, 1979.

2. Sub-section (1) of section (22) has been substituted by the West Bengal Board of Secondary Education (Am,endment) Act, 1979.

3. Clause (b) of Sub-section (1) has been substtuted by the West Bengal Board of Secondary Education (Amendment) Act, 1982.

4. Clause (c) has been substituted by the West Bengal Board of Secondary Education (Amendment) Act, 1984 dated 5th April,1984.

5. In Sub-section (2) of section (22) the words "The person referred to in clause (b) of Sub-section (1)" have been substituted for the word "President" by the West Bengal Board of Secondary Education (Amendment) Act, 1979.

6. In Sub-section (3) of section (22) the words "and other employees" have been added by the West Bengal Board of Secondary Education (Amendment) Act, 1978 published in the Calcutta Gazette, Extra-ordinary, Part III, No. 162, dated March 20, 1978.

7. The Sub-section (5) of section (22) has been added by the West Bengal Board of Secondary Education (Amendment) Act, 1982.

clause (b) of sub-section (1) may be fixed by the State Government by an order made in this behalf.

Finance Committee.

23. (1) The Finance Committee shall consist of the following members:—

(a) the President;

[1](b) the Directors of School Education, Government of West Bengal, *ex-officio* ;

(c) two members of the Board elected by the Board in the manner provided by regulation; and

(d) one person having knowledge of, or experience in, financial matters, appointed by the State Government.

(2) The President shall be the Chairman of the Finance Committee and the Secretary to the Board shall be the Secretary to the said Committee.

(3) It shall be the duty of the Finance committee to prepare the budget of the Board and to perform such other functions as the Board may direct.

Other Committees.

24.(1) The Board may, with the approval of the State Government, constitute such other Committee or Committes as it may think fit and any such Committee may be composed wholly or in part of members of the Board.

(2) The Board may, with the approval of the State Government, delegate to any such Committee any of its powers or functions and may in like manner withdraw from it any such power or function.

[2]**Regional Council.**

25. (1) The Board may, with the approval of the State Government, consitute such Regional Council or Councils as it may deem fit. The number, composition and territorial jurisdiction of a Regional Council shall be determined by the Board with the approval of the State Government.

(2) The Board may, with the approval of the State Government, delegate to a Regional Council such powers or duties of the Board, the Executive Committee of the Examination Committee, conferred or imposed by or under this Act, except those referred to in clause (b) of sub-section (3), clause (b) of sub-section (4), and sub-section (5), of section 21, as it may deem fit, and may at any time withdraw from such Regional Council the powers or duties so delegated and dissolve the Regional Council.

Term of office of members of the Committees and Councils.

26. (1) An elected, nominated or appointed member of any Committee or Council constituted under this Act, who is also a member of the Board, shall continue to hold

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1. Clause (b) of Sub-section (1) has been substituted by the West Bengal Board of Secondary Education (Amendment) Act, 1984 published in the Calcutta Gazette, Extraordinary, dated April 5, 1984.

2. Section (25) has been substituted by the West Bengal Board of Secondary Education (Amendment) Act, 1982.

office until he ceases to be a member of the Board.

(2) An elected, nominated or appointed member of any Committee or Council constitued under this Act, who is not a member of the Board, shall hold office for such term as may be [1]specified by the Board, and may on expiration of such term be re-elected, re-nominated or re-appointed:

Provided that, notwithstanding the expiration of the said term, an elected, nominated or appointed member of a Committee or Council shall continue to hold office until the vacancy caused by the expiration of the said term has been filld in accordance with the provisions of this Act.

(3) The provisions of section 5 and of sections 8, 11 and 13 shall apply mutatis mutandis to members of any Committee or of a [2]Regional Council constituted under this Act as if references to the Board or the President were references to such Committee or [2]Regional Council or the chairman of such Committee or [2]Regional Council.

CHAPTER IV

Powers and duties of the Board and President

[3]Powers and duties of the Board—

27. (1) It shall be the duty of the Board to advise the State Government on all matters relating to Secondary Education referred to it by The State Government.

(2) Subject to any general or special orders of the State Government, the provisions of this Act and any rules made thereunder, the Board shall have generally the power to direct, supervise and control Secondary Education, and in particular the power—

[4](a) to lay down the general policy for development of Secondary Education in West Bengal;

(b) to conduct periodical survey to assess the educational needs of West Bengal with particular reference to such needs of the Scheduled castes, the Scheduled Tribes and other backward communities and of the hill areas in West Bengal;

[5](c) omitted;

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1. In Sub-section (2) of section (26) the words "specified by the Board" have been substituted for the words "provided by regulations made in this behalf" by the West Bengal Board of Secondary Education (Amendment) Act, 1982.

2. The words "Regional Councils" have been substituted for the words "Regional Examination Councils" by the West Bengal Board of Secondary Education, (Amendment) Act, 1979.

3. In Section (27) the words "powers and duties" have been substituted for the word "functions" by the West Bengal Board of Secondary Education (Amendment) Act, 1979.

4. Clauses (a) to (i) of sub-section (2) of Section (27) have been substitued for the clauses (a) to (m) of section (27) by the (Amendment) Act, 1979.

5. Clause (c) of Sub-section (2) of section (27) has been omitted by the West Bengal Board of Secondary Education (Amendment) Act, 1982.

(d) to institute Secondary Examinations and such other examinations as it may think fit and to make regulations in this behalf;[1]

(e) to institute the West Bengal Board of Secondary Education Fund;

(f) to administer and administer such Provident Funds as may be prescribed;

(g) to make regulations relating to the counduct, discipline and appeal in respect of the members of its staff;

(h) to decide any appeal preferred against any decision of the Executive Committee or, subject to the provisions of this Act, any other Committee constituted under this Act; and

(i) to award diplomas, certificates, prizes and scholarships in respect of any examinations instituted by the Board.

[2](3) Subject to the provisions of sub-section (2), the Board may, if it thinks necessary, make regulations in respect of any matter for the proper exercise of its powers under this Act:

Provided that any decision or action taken or any order made by the Board in exercise of its power under this Act shall not be invalid merely on the ground that no regulation has been made under this sub-section.

(4) No regulation shall be valid unless it is approved by the State Government and the State Government may, in accordance to such approval, make such additions, alteration, and modifications therein as it thinks fit [3]and also specify the date or dates from which the regulations shall come into force or shall be deemed to have come into force:

Provided that before making any such addition, alteration or modificatin the State Government shall give the Board an opportunity to express its views thereon within such period not exceeding one month as may be specified by the State government.

(5) All regulations approved by the State Government, shall be published in the Official Gazette.

[4](6) Subject to the provisions of sub-sections (2) and (3), the Board shall have the power to require the Executive Committee, from time to time, to submit reports, returns, statements and other information on any matter relaing to the duties of the Executive Committee referred to in sub-sections (3) and (4) of section 19A.

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1. In clause (d) after the word "behalf" the words "excepting in respect of matters specified in clauses (j), (k) and (l) of sub-section (3) of section 19A" have been omitted by the West Bengal Board of Secondary Education (Amendment) Act, 1982.

2. Sub-section (3) of section (27) has been substituted by the West Bengal Board of Secondary Education (Amendment) Act, 1983 Dated 11 October, 1983.

3. In Sub-section (4) of section (27) the words "and also specify ...... come into force" have been added by the West Bengal Board of Secondary Education (Amentment) Act, 1978.

4. Sub-section (6) of section (27) has been added by the West Bengal Board of Secondary Education (Amendment) Act, 1979.

Powers and duties of President.

28. (1) The President shall be responsible for carrying out and giving effect to the decisions of the Board and of any Committee or Council constituted under this Act.

[1](2) The President may, in any emergency, exercise any of the powers of the Board or the Executive Committee provided however that the shall not act contrary to any decision of the Board or the Executive Committee and shall, as soon thereafter as may be, place a full report before the Board or the Executive Committee as the case may be, of the action taken by him stating reasons therefor.

(3) The President shall —

(a) exercise general supervision over the Secretary and the staff appointed by the Board, and post and transfer the members of the staff;

(b) sanction all claims of travelling allowance; and

(c) take such other action not inconsistent with any decisions of the Board [2]or the Executive Committee as he considers necessary for the proper functioning of the Board [2]or the Executive Committee under this Act.

CHAPTER V

Meetings

Meetings of the Board [3]and the Executive Committee—

29. (1) The annual meeting of the Board [3]and the Executive Committee shall be held in the month of July in each year.

[4](2) The Board shall meet at such other times, not less han twice a year, as may be appointed by the President on the advice of the Excutive Committee.

(3) The President shall, except in the case of an emergency meeting referred to in sub-section (6), five to each member not less than seven days' notice of each meeting including the annual or a special meeting:

Provided that the President shall, on receipt of a requisition signed by not less than [5]twenty members of the Board, call meeting within fifteen days from the date of receipt of such requistion and no business other than that on account of which the requisition has been received shall be transacted at such a meeting.

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1. Sub-section (2) of section (28) has been substitutred by the West Bengal Board of Secondary Education (Amendment) Act, 1979.

2. In Clause (c) of Sub-section (3) the words" or the Executive Committee" have been added by the West Bengal Board of Secondary Education (Amendment) Act, 1979.

3. In Section (29) the words "and The Executive Committee" have been added by the West Bengal Board of Secondary Education (Amendment) Act, 1979.

4. Sub-section (2) of section (20) has been substituted by The West Bengal Board of Secondary Education (Amendment) Act, 1979.

5. In the proviso of sub-section (3) for the word "ten" has been substituted by the word "twenty" by The West Bengal Board of Secondary Education (Amendment) Act, 1979

(4) On receipt of a requisition signed by not less than [1]fifteen members of the Board, the President shall place before a meeting of the Board for discussion any decision of any [2]Committee other than the Executive Committee consituted under this Act to which such requisition relates, and the Board may revise any such decision if not less than two-thirds of the total number of members of the Board are in vavour of such revision.

(5) No matter which has been decided by the Board shall, within the period of six months from the date of such decision, be reconsidered except at a special meeting of the Board convened for the purpose upon the requisition of [3]twenty members and unless not less than two thirds of the total number of members of the Board vote in favour of such reconsideration.

(6) In case of an emergency, the President may call a meeting, after giving not less than clear two day's notice thereof.

(7) No business shall be transacted at any meeting of the Board unless a quorum of [4]twenty members is present.

[5](8) (a) The Executive Committee shall meet at least once in every two months and at least six times a year.

(b) The President shall give to each member not less than seven days' notice of each meeting:

Provided that the President may call an emergency meeting after giving not less than two days' notice to each member.

[6](c) No business shall be transacted at any meeting of the Executive Committee unless there is a quorum of fifty per cent of the existing members of the Executive Committee, fraction, if any, being computed as one.

Meetings of Committees and [7]Regional Councils.

30. The Board shall make regulations relating to meetings of [8]any Committee other

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1. In Sub-section (4) the word "fifteen" has been substituted for the word "six" by The West Bengal Board of Secondary Education (Amendment) Act, 1979.

2. In Sub-section (4) the words "any committee other than the Executive Committee" have been substituted by The West Bengal Board of Secondary Education (Amendment) Act 1979.

3. In Sub-section (5) the word "twenty" has been substituted for the word "ten" by The West Bengal Board of Secondary Education (Amendemnt) Act, 1979.

4. In Sub-section (7) the word "Twenty" has been substituted for the word "ten" by The West Bengal Board of Secondary Education (Amendment) Act, 1979.

5. Sub-section (8) of Section (29) has been added by The West Bengal Board of Secondary Education (Amendment) Act, 1979.

6. Clause (c) of Sub-section 8 has been substituted by the West Bengal Board of Secondary Education (Amendment) Act, 1983 dated 11th October, 1983 (West Bengal Act XXVII of 1983.)

7. In section (30) the words "Regional Councils" have been substituted for the words "Regional Examination Councils" by the West Bengal Board of Secondary (Amendment) Act, 1979 published in the Calcutta Gazette, Extraordinary, dated November 2, 1979.

8. In section 30 the words "any committee other than the Executive Committee" has →

than the Executive Committee or of any [7]Regional Council constituted by it and the procedure to be followed at such meetings.

CHAPTER VI

Finance and Audit

Annual report and budget estimate.

31 (1) The President shall place before the annual meeting of the Board held in the year following the year in which it is constituted and before every annual meeting thereafter a report on the working of the Board during the last preceding financial year.[1]

(2) The report shall be forwarded to the State Government within one month of the presentation thereof before the annual meeting of the Board together with such comments thereon as the Board may think fit to make.

[2](3) (a) The Board shall hold a special meeting by the 31st October of every financial year and shall place before the said meeting a budget estimate showing, in such form as may be prescribed, the anticipated income and expenditure of the Board for the next financial year.

(b) The budget estimate as aforesaid shall, after confirmation by the Board, be forwarded to the State Government by the 30th November of the financial year in which the special meeting referred to in clause (a) is held;

(4) (a) The State Government shall within two months[3] of the receipt of the budget estimate either accord its approval to the same or return it to the Board with such comments and suggestions as it deems necessary if in its opinion such estimate—

(i) is not reasonably accurate with reference to ascertainable facts or shows a deficit in the closing balance;

(ii) includes new items or recurring expenditure which are likely to impose upon the Board in the future financial liabilities which the Board is not likely to be able to meet from its income; or

(iii) includes provisions for expenditure which are not in accordance with the provisions of this Act.

→ been substituted by The West Bengal Board of Secondary Education (Amendment) Act, 1979, published in The Calcutta Gazette, Extra-ordinary, No. 645, dated November 2, 1979.

1. "In Sub-section (1) of section (31) after the words "financial year" the words "together with .... meeting is held" have been omitted by The West Bengal Board of Secondary Education (Amendment) Act, 1986. (West Bengal Board Act XN of 1986)

2. Sub-section (3) has been substituted by the West Bengal Board of Secondary Education (Amendment) Act 1986 dated 7th June 1986.

3. In Sub-section (4) of section (31) the words "within two months" have been substituted for the words "within three months" by the West Bengal Board of Secondary Education (Amendment) Act, 1986 dated 7th June 1986.

(b) If the budget estimate is returned under clause (a), the Board shall consider the comments and suggestions made by the State Government and may, if it thinks fit revise the said estimate. The Board shall then resubmit the budget estimate as so revised to the State Government, or, the Board shall, if it does not think fit to revise the estimate, resubmit it in its original form to the State Government within one month of receiving it together with its replies on the comments and suggestions made by the State Government.

(c) If the State Government does not approve of the budget estimate as revised by the Board or if the budget estimate is returned by the Board without revision, the State Government may amend the budget estimate by making—

(i) such modifications as are in its opinion necessary to render the estimate resonably accurate with reference to ascertainable facts or to balance the income and the expenditure;

(ii) additions. alterations or modifications in any provision relating to new expenditure of a recurring nature;

(iii) any alteration or modification in any provision for expenditure which, in its opinion, is not in accordance with the provisions of this Act;

and shall forward the budget estimate as so amended to the Board.

(5) [1]If the State Government does not accord its approval to the budget estimate under clause (b) of sub-section (3) within two months of the receipt thereof, or if the State Government does not communicate its approval of the budget estimate to the Board under clause (c) of subsection (4) within the 31st March of the financial year immediately preceding the financial year to which the budget estimate relates, the budget estimate as forwarded to the State Government by the Board under Clause (b) of sub-section (3) or as resubmitted to the State Government by the Board under clause (b) of sub-section (4), as the case may be, shall be deemed to have been approved by the State Government and shall be the budget estimate of the Board for the financial year to which it relates;

[2](6) Notwithstanding anything contained in the foregoing provisions of this section, the budget estimate of the Board for the financial year 1986-87 shall be submitted to the State Government and the approval or otherwise of the said estimate shall be accorded by the State Government in accordance with the provisions of this Act as in force immediately before the coming into force of the West Bagal Board of Secondary Education (Amendment) Act, 1986.

Payment to the Board by the State Government. —

32. The State Government may, after considering the budget estimates, the accounts of the Board and such reports as it may call for, make such annual or periodical grants to it as it may think fit.

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1. Sub-section (5) has been substituted by the West Bengal Board of Secondary Education (Amendment) Act 1986, dated 7th June 1986, (West Bengal Act XV of 1986).

2. Sub-section (6) has been added by the West Bengal Board of Secondary Education (Amendment) Act 1986, dated 7th June 1986.

West Begal Board of Secondary Education Fund.

33. (1) The Board shall have a fund to be called the West Bengal Board of Secondary Education Fund to which shall be credited.-

(a) all sums which may be paid by the State Government under section 32;

(b) all fees realised under any of the provisions of this Act;

(c) all sums representing income from endowments or from property owned or managed by the Board; and

(d) all other sums received by or on behalf of the Board from any other source whatsoever.

(2) The Fund shall vest in the Board and shall be under its control and shall be held by it in trust for the purpose of this Act.

(3) All monies payable to the credit of the Fund shall forthwith be paid into the Reserve Bank of India [1] or into the State Bank of India or any branch thereof to the credit of the Fund, and all cheques drawn on the Fund shall be signed by the President or by such other person as he may authorise in writing in this behalf.

Application of the West Bengal Board of Secondary Education Fund.

34. No expenditure shall be incurred from the Fund except for the purposes of this Act, and unless such expenditure is provided for in the budget as approved under this Act or can be met by reappropriation sanctioned in the prescribed manner.

Accounts.

35. The Board shall keep an account of all its receipts and expenditure in the manner prescribed.

Audit.

36. (1) The accounts of the Baord shall be examined and audited annually in such manner as may be prescribed by an auditor or auditors appointed by the State Government.

(2) For the purpose of examination and audit under sub-section (1) an auditor appointed under that sub-section may—

(a) require in writing the production before him of any document relating to the Board or the assets thereof which he considers to be necessary for the proper conduct of the audit;

(b) require in writing the personal appearance before him of any person accountable for, or having the custody or control of, any such document to answer any question relating thereto; and

(c) require any person so appearing before him to submit a statement in writing in respect of any such document.

(3) It shall be the duty of the Board, and of every member thereof, and of the Secretary and the members of the Staff in the service of the Board to afford to the

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1. In Sub-Section (3) of section (33) of said Act after the words "Reserve Bank of India" the words "or into the State Bank of India or any branch thereof" have been added by the West Bengal Board of Secondary Education (Amendment) Act, 1977.

auditor every facility for the examination and audit of the accounts of the Board and to comply with any requisition made by the auditor under sub-section (2) and with the requirement of any rule made in this behalf.

(4) Any person who wilfully neglects or refuses to comply with a requisition made under sub-section (2) or with the requirement of any rule made in this behalf shall, on conviction, be punishable with fine which may extend to one hundred rupees.

(5) No complaint in respect of any offence punishable under sub-section (4) shall be made except with the previous sanction of the State Government.

(6) No Magistrate other than a Presidency Magistrate or a Magistrate of the first or second class shall try an offence punishable under sub-section (4).

Audit report.

37. (1) Not more than fourteen days after completion of the audit the auditor shall submit to the State Government a report on the accounts audited, and shall send a copy thereof to the Board which shall forward it to State Government together with its observations thereon.

(2) The State Government shall take such action on the audit report as it thinks fit.

CHAPTER VII

Supplemental Provisions

Board to furnish information.

38. The Board shall furnish to the State Government such reports, returns and statements as may be prescribed and such further information on any matter relating to the Board, as the State Government may require.

Power of State Government to suspend proceedings.

39. The State Government may, by order in writing specifying the resons thereof, suspend the execution of any resolution or order of the Board or any Committee or any [1]Regional Council constitued under this Act and prohibit the doing of any act which purports to be done or intended to be done under this Act, if the State Government is of opinion that such resolution, order or act is in excess of the powers conferred by or under this Act upon the Board or the Committee or the Council, as the case may be.

Certain persons to be deemed to be public servants.—

40. The members of the Board and of every Committee or Council constituted under this Act, persons in the service of the Board and any person appointed under this Act to audit the accounts of the Board shall be deemed to be public servants within the meaning of section 21 of the Indian Penal Code.

In Secxtion (39) the words "Regional Council" have been substituted for the words "Regional Examination Council" by the West Bengal Board of Secondary Education (amendment) Act, 1979.

Indemnity.—

41. No suit, prosecution or other legal proceeding whatever shall lie against any person for anything in good faith done or intended to be done under this Act.

Power of tribunals.

42. A tribunal appointed under this Act shall have all the powers of a Civil Court for the purposes of receiving evidence, administering oaths, and enforcing the attendance of witnesses and compelling the discovery and production of documents, and shall be deemed to be a Civil Court within the meaning of sections 480 and 482 of the Code of Criminal Procedure.

Savings.

43. No act or proceeding taken under this Act shall be invalid on the ground merely of—

(a) the existence of any vacancy in, or [1]defects in the initial or Subsequent constitiution of the Board or any Committee or any [2]Regional Council constituted under this Act,

(b) any member of the Board having voted on any matter in contravention of the provisions of section 15, or

(c) any defect or irregularity not affecting the merits of the case.

Transitory provisions.

44. Every matter or things required to be provided by regulations under this Act shall, unitil such regulations are made, be provided by rules made under this Act.

Power of State Government to make rules.—

45 (1) The State Government may, after previous publication, make rules for carrying out the purposes of this Act.

(2) In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:—

(a) The acquisition, possession and disposal of property by the Board, the conditions of such acquisition, possession and disposal, and the performance by the Board of any function referred to in sub-section (2) of Section 3;

(b) the manner of election of the members of the Board specified in [3]clause (8) and sub-clause (b) of clause (14) of section 4, the constitution of electorates for such elections and the dates by which such elections shall be held;

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1. In Clause (a) of section (43) the words "defects in the initial or subsequent constitution of" have been substituted for the words "defect in the constitution of " by the West Bengal Board of Secondary Education (Amendment) Act, 1979.

2. In Clause (a) of section (43) the words "Regional Council" have been substituted for the words "Regional Examination Council" by The West Bengal Board of Secondary Education (Amendment) Act, 1979.

3. In Clause (b) of sub-section (2) the words, brackets, letter and figures "Clause (8) and sub-clause (b) of clouse (14)" have been substituted for the words, brackets, letter and figures "sub-clause (b) of clause (15) and clause (16)" by The West Bengal Board of Secondary Education (Amendment) Act, 1979.

(c) the manner of election of the members of the Board specified in [1]clause (15) of section 4 and the dates by which such election shall be held;

(d) [2]The Composition, powers and functions of Managing Committees of Institution ;

(e) the procedure to be followed by a Tribunal in determining disputes referred to in sub-section (1) of section 12;

(f) the terms and conditions of appointment, the scale of pay and the rules of discipline relating to the Secretary of the Board;

(g) the rates at which the Board shall pay travelling allowance to persons referred to in section 17;

(h) the Provident Funds, refered to in [3]clause (e) of sub-section (2) of section 27 as may be instituted and administered by the Board;

(i) the form in which the budget estimate of the Board shall be prepared;

(j) the manner in which all payments to and from The West Bengal Board of Secondary Education Fund shall be made;

(k) the manner of re-appropriation under section 34;

(l) the manner and form in which accounts of receipts and expenditure shall be kept under section 35;

(m) the manner in which examination and audit of the accounts of the Board shall be made;

(n) the reports, returns and statements to be furnished by the Board under section 38 and the forms of such reports, returns and statements;

(o) any other matter required to be prescribed or provided or made by rules.

Repeal and continuance.

46 (1) The West Bengal Secondary Education Act, 1950 (hereinafter referred to as the said Act), and the West Bengal Secondary Education (Temporary Provisions) Act, 1954, are hereby repealed.

(2) Upon such repeal.

(a) all property and assets vested in the Board of Secondary Education and all rights, liabilities and obligations acquired or incurred by such Board before the commencement of this Act shall stand transferred to the State Government:

Provided that the State Government may by order made in this behalf retransfer all or any of such property or assets to the Board and thereupon such property or assets shall vest in the Board,

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1. In Clause (c) of Sub-section (2) the word, brackets and figures for "Clause (15)" has been substituted for the word, brackets and figures for "clause (17)" by The West Bengal Board of Secondary Education (Amendment) Act, 1979.

2. In Clause (d) of Sub-section (2) the words "The Composing power and function of" have been substitued for the words "the composition of" by the Amendment at 1969 (W.B. Act XIV of 1969)

3. "Clause (e)" has been substituted for the 'clause (l)' by The West Bengal Board of Secondary Education (Amendment) Act, 1979.

(b) all legal proceedings or remedies instituted or enforceable by or against the Board of Secondary Education before the commencement of this Act may be continued or enforced, at the case may be, by or against the Board, or until the Board is established by or against such officer or authority as the State Government may by order specify.

(c) all officers and other persons in the employment of the Board of Secondary Education immediately before the commencement of this Act shall, until other provision is made, continue in the service of the Board.

(d) all recognised schools shall be deemed to have been recognised under this Act until the expiration of the period of recognition subject, however, to the power of the Board to withdraw recognition in accordance with the provisions of this Act.

(e) all syllabuses, courses of studies and text-books in force shall, until other provision is made under this Act, continue to be followed, and

(f) all appeals, referred to in sub-section (3) of section 30 of the said Act and pending immediately before the commencement of this Act, shall be continued and be heard and determined by the Appeal Committee constituted under Section 18 of this Act, and, until such Appeal Committee is constituted, by the Director of Public Instruction, Government of West Bengal and for the purpose of disposal of such appeals the regulations made under the said sub-section (3) of section 30 of the said Act shall be deemed to continue in force.

47. **Board to be guided by directions of the State Government.—**

The Board shall, in exercising its powers and performing its duties under this Act, be guided by such directions, as the State Government may by notification in the Official Gazette give from time to time, regarding the scope and content of Secondary Education.

48. **Power to remove difficulties.—**

If any difficulty arises in giving effect to the provisions of this Act, the State Government may make such order or do such thing, not inconsistent with the provisions of this Act, as appears to it to be necessary or expedient for removing the difficulty.

49. [1]**Supersession of the Board.—**

(1) If in the opinion of the State Government the Board—

(a) has persistently made default in the performance of the duties imposed upon it, or

(b) has exceeded or abused its powers, the State Government may, by an order published in the official Gazette and stating the reasons therefor, supersede the Board, for such period not exceeding two years as may be specified in the order and take such steps as may be necessary to re-establish the Board immediately on the expiry of the period of supersession.

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1. section (49)has been added by the West Bengal Board of Secondary Education (Amendment) Act, 1977.

(2) The State Government may, if it considers necessary so to do by order, extend or modify from time to time the period of supersession of the Board subject to the condition that the aggregate period of such supersession shall in no case exceed three years.

[1]50. **Consequences of supersession.—**

(1)[2] Not withstanding anything contained in this Act or in any other law for the time being in force, with effect from the date of an order of supersession made under section 49,—

(a) all the members of the Board, the Committees and the Sub-Committees constituted under this Act, and the President shall vacate their offices.

(b) all the powers, duties and functions which, under the provisions of this Act or any rule or regulation made thereunder or of any law for the time being in force, may be exercised or performed by the Board or any of the Committtes or Sub-Committees or the President, shall be exercised or performed by an Administrator to be appointed by the State Government in this behalf:

Provided that an Administrator appointed under this clause may delegate any of his powers duties or functions to such person as he may think fit or to such body as may be constituted by him.

(c) the representatives of the Board on every body, statutory or otherwise, shall vacate their offices as such representatives and the Administrator may nominate such person or persons, as he may think fit, to represent the Board on that body.

(2) [3]Omitted.

(3) The State Government may, by an order published in the Official Gazette, cancel an order made under section 49 and re-establish the Board.

(4) On the re-establishment of the Board under sub-section

(3) the administrator shall cease to exercise his powers and perform his duties.

(5) The terms and condtions of service of the administrator shall be such as may be fixed by the State Government by order made in this behalf.

51. [4]**Board to continue as a body corporate.—**

For the avoidance of doubt it is hereby declared that an order of supersession made under Section 49 shall not effect or imply in any way the dissolution of the Board as a body corporate.

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1. Section (50) has been added by the West Bengal Board of Secondary Education (Amendment) Act, 1977.

2. Sub-section (1) of Section (50) has been substitutes by the West Bengal Board of Secondary Education (Amendment) Act, 1978 (West Bengal act, II of 1978.)

3. Sub-section (2) of section (50) has been omitted by The West Bengal Board of Secondary Education (Amendment) Act, 1978.

4. Section (51) has been added by the West Bengal Board of Secondary Education (Amendment)Act, 1978 (West Bengal Act Ii of 1978).

[1]52. **Re-establishment of the Board.—**

(1) The State Government shall by an order published in the official Gazette, specify the date on which the Board is re-established in accordance with the provisions of section 4.

(2) The State Government shall, by an order published in the official Gazette, specify the dates by which the authorities (other than the State Government) shall elect or nominate members referred to in Section 4. If such member or members are not elected or nominated, as the case may be, by the specified dates the State Government shall appoint such member or members from amongst persons qualified for such election or nomination, as the case may be.

(3) Until[2] election of members referred to in Section 4[3] is held, the State Government shall appoint such member or members from amongst persons qualified for election under clause (8) and sub-clause (b) of clause (14) of Section 4.

[4](4)(i) Members appointed under sub-section (2) shall hold office until nomination of members under section 4 is made;

(ii) members appointed under sub-section (3) shall hold office until election of members referred to in section 4 is held and the result of such election is published in the Official Gazette in this behalf.

THE WEST BENGAL BOARD OF SECONDARY EDUCATION ACT, 1963

Amendment of Sub-Section 2 of Section 9

The appointment of a President under sub-section (1) shall be for such period as may be specified in the notification but the State Government may however, extend the prriod from time to time so that the total period of appointment does not exceed five years from the date of first appointment [substituted for sub-section 2 by section 2 of the West Bengal Board of Secondary Education *(Amendment)* Act 1963.]

GOVERNMENT OF WEST BENGAL

Legislative Department

WEST BENGAL ORDINANCE NO. V OF 1969

The West Bengal Board of Secondary Education (Amendment) Ordinance, 1969*

Whereas, it is expedient to amend the West Bengal Board of Secondary

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1. Section (52) has been added by the West Bengal Board of Secondary Ecucation (Amendment) Act, 1979 West Bengal Act, XXXII of 1979).

2. In Sub-section (3) of section (52) words "rules are made by the State Government for" have been omitted by the West Bengal Board of Secondary Education (Amendment) Act 1982 (West Bengal Act XIII of 1982).

3. In Sub-section (3) of Section (52) after the words & figures " referred to in section 4 " the words " is held" have been added by the West Bengal Board of Secondary Education (Amendment)Act, 1982 (West Bengal Act XII of 1982.

4. Sub-section (4) of section (52) has been substituted by the West Bengal Board of Secondary Education (Amendment) Act, 1982, (West Bengal Act XIII of 1982).

* This ordinance is passed by the West Bengal Legislature (West Bengal Act, No. XIV) which was published in Calcutta Gazette Dated, 11.5.69.

Education Act, 1963 for the purpose and in the manner hereinafter appearing: (West Bengal Act V of 1963).

And whereas both Houses of the Legislature of West Bengal are not in session and the Governor is satisfied that circumstances exist which render it necessary for him to take immediate action;

The Governor is pleased, in exercise of the power, conferred by clause (i) of article 213 of the Constitution of India, to make and promulgate the following Ordinance, namely :—

Short title

1. This Ordinance may be called the West Bengal Board of Secondary Education (Amendment) Ordinance, 1969.

Amendment of Sectiopn 45 of West Bengal Act V of 1963.

2. In clause (d) of sub-section (2) of section 45 of the West Bengal Board of Secondary Education Act, 1963, for the words "the compostion of" the words "the composition, powers and functions of" shall be substituted.

D.N.Sinha
Governor of West Bengal
K.K. Chakrabarti

The 9th May, 1969 Secy. to the Govt. of West Bengal

WEST BENGAL ACT IX OF 1977

THE WEST BENGAL BOARD OF SECONDARY EDUCATION (Amendment) ACT, 1977

WHEREAS it is expedient to amend the West Bengal Board of Secondary Education Act, 1963, for the purposes and in the manner hereinafter appearing:

It is hereby enacted in the Twenty-eighth Year of the Republic of India, by the Legislature of West Bengal, as follows:

Short Title

1. This Act may be called the West Bengal Board of Secondary Education (Amendment) ACt, 1977.

Amendment of section 1 of West Bengal Act V of 1963.

2. To sub-section (2) of section 1 of the West Bengal Board of Secondary Education Act, 1963 (hereinafter referred to as the said Act), the following provision shall be added, namely:—

"Provided that any institution situated in any other State or in any Union Territory may also, with the sanction of the Government of such State or Union Territory, as the case may be, apply to the Board for recognition and the Board may, subject to such conditions or restrictions as it may, with the approval of the State Government, think fit to impose, grant recognition to such institution."

Amendment of section 4.

3. In section 4 of the said Act,—

(1) after clause (1), the following clause shall be inserted, namely:—

"(1A) the President of the West Bengal Council of Higher Secondary Education, *ex-officio* ;"

(2) for clause (2), the following clause shall be substituted, namely:—

"(2) the Director of Secondary Education, Government of West Bengal, *ex-officio* ;".

Amendment of section 19.

4. In sub-section (1) of section 19 of the said Act, for clause (b), the following clause shall be substituted, namely:—

"(b) the Director of Secondary Education, Government of West Bengal, *ex-officio* ;"

Amendment of section 21.

5. In sub-section (1) of section 21 of the said Act, for clause (b), the following clause shall be substituted, namely:—

"(b) the Director of Secondary Education, Government of West Bengal, *ex-officio* ;".

Amendment of section 23.

6. In sub-section (1) of section 23 of the said Act, for clause (b), the following clause shall be substituted, namely:—

"(b) the Director of Secondary Education, Government of West Bengal, *ex-officio* ;".

Amendment of section 33.

7. In sub-section (3) of section 33 of the said Act, after the words "Reserve Bank of India", the words "or into the State Bank of India or any branch thereof" shall be inserted.

Addition of new sections 49 and 50.

8. After section 48 of the said Act, the following sections shall be added, namely:—

"Supersession of the Board.

49. (1) If in the opinion of the State Government the Board—

(a) has persistently made default in the performance of the duties imposed upon it, or

(b) has exceeded or abused its powers,

the State Government may, by an order published in the *Official Gazette* and stating the reasons therefor, supersede the Board, for such period not exceeding two years, as may be specified in the order and take such steps as may be necessary to re-establish the Board immediately on the expiry of the period of supersession.

(2) The State Government may, if it considers necessary so to do, by order, extend or modify from time to time the period of supersession of the Board subject to the condition that the aggregate period of such supersession shall in no case exceed three years.

Consequences of supersession

50 (1) When an order of supersession has been made under section 49—

(a) all the members of the Board shall vacate their offices.

(b) all the powers and duties of the Board shall be exercised or performed by an Administrator to be appointed by the State Government in this behalf,

with effect from the date of the order:

Provided that an Administrator appointed under this sub-section may delegate any of his powers or duties to any officer or other employee of the Board.

(2) All property vested in the Board shall vest in the State Government during the period of supersession.

(3) The State Government may, by an order published in the *Official Gazette*, cancel an order made under section 49 and re-establish the Board.

(4) On the re-establishment of the Board under sub-section (3) the Administrator shall cease to exercise his powers and perform his duties.

(5) The terms and conditions of service of the Administrator shall be such as may be fixed by the State Government by order made in this behalf."

Repeal and savings

West Bengal Ord. V of 1977.

9. (1) The West Bengal Board of Secondary Education (Amendment) Ordinance, 1977, is hereby repealed.

(2) Anything done or any action taken under the said Act as amended by the West Bengal Board of Secondary Education (Amendment) Ordinance, 1977, shall be deemed to have been validly done or taken under the said Act as amended by this Act as if this Act had commenced on the 19th day of February, 1977.

By order of the Governor,

K. K. MOITRA,

Secy. to the Govt. of West Bengal.

WEST BENGAL ACT XXXII OF 1979
THE WEST BENGAL BOARD OF SECONDARY EDUCATION (Amendment) ACT, 1979

[Passed by the West Bengal Legislature.]

[Assent of the Governor was first published in the *Calcutta Gazette,* Extra-ordinary, of the 2nd November, 1979.]

An Act to amend the West Bengal Board of Secondary Education Act, 1963.

West Ben. Act V of 1963.

Whereas it is expedient to amend the West Bengal Board of Secondary Education Act, 1963 for the purposes and in the manner hereinafter appearing. It is hereby enacted in the Thirtieth Year of the Republic of India by the Legislature of West Bengal as follows:—

Short Title

1. This Act may be called the West Bengal Board of Secondary Education (Amendment) Act, 1979.

Amendment of Section 2 of West Ben. Act. V of 1963.

2. In section 2 of the West Bengal Board of Secondary Education Act, 1963 hereinafter referred to as the principal Act,—

(i) after clause (a), the following clause shall be inserted:—

(aa) "by-law" 'means a by-law made by the Executive Committee under this Act;

(ii) for clause (c), the following clause shall be substituted:

(c) "Institution" 'means a Secondary School or an education Institution or part or department of such school or Institution imparting instruction in Education.

(Sections 3,4)

Submission of new section for section 4.

3. For section 4 of the Principal Act, the following section shall be substituted:—

Composition of the Board

4. The Board shall consist of the following members:—

(1) President;

(2) the President of the West Bengal Council of Higher Secondary Education, *ex-officio* ;

(3) the Director of Secondary Education, Government of West Bengal, *ex-officio* ;

(4) the Director of Primary Education, Government of West Bengal, *ex- officio;*

(5) the Director of Technical Education, Government of West Bengal, *ex-officio* ;

(6) the Deputy Director of Secondary Education (for women), Government of West Bengal, *ex-officio* ;

(7) the Deputy Director of Secondary Education (1), Government of West Bengal, *ex-officio* ;

(8) two persons elected in the manner prescribed from amongst the teaching staff of training colleges for teachers of Secondary Schools affiliated to or recognised by any of the Universities in West Bengal;

(9) the Dean of the Faculty of Arts and the Dean of the Faculty of Science of the Calcutta University, *ex-officio* ;

(10) the Dean of the Faculty of Engineering and Technology, Jadavpur University, *ex-officio* ;

(11) the Adhyaksha, Kala Bhaban, Viswa Bharati, Santiniketan, *ex- officio;*

(12) a Dean nominated by each of the Universities of Burdwan, Kalyani and North Bengal and the Bidhan Chandra Krishi Viswa Vidyalaya;

(13) one person nominated by the Madrasha Education Board from amongst the members of the Madrasha Education Board;

(14)(a) two heads of recognised Secondary Schools nominated by the State Government; (b) thirty-two wholetime and permanent members of the teaching staff of recognised Secondary Schools elected in the manner prescribed;

(15) two representatives of the West Bengal Legislative Assembly elected in the manner prescribed;

(16) five persons interested in education nominated by the State Government, one

of whom shall be a woman and at least one shall be a member of the Managing Committee of a recognised Institution;

(17) one person elected by the employees of the Board from amongst themselves in the manner provided by regulations; and

(18)(a) one wholetime and permanent member of the teaching staff of primary school recognised by the District School Board or the Director of Public Instruction or the Director of Primary Education, nominated by the State Government;

(b) one wholetime and permanent member of the teaching staff of colleges affiliated to any of the Universities in West Bengal nominated by the State Government."

Amendment of section 12.

4. In sub-section (1) of section 12 of the Principal Act, for the words "Regional Examination Council" wherever they occur, the words "Regional Councils shall be subsitiued.

(Section 5—8)

Amendment of the heading under Chapter III.

5. In the heading under Chapter III of the Principal Act, for the words "Regional Examination Council " the words "Regional Councils" shall be substituted.

Amendment of section 18.

6. After clause (a) of section 18 of the Principal Act, the following clause shall be inserted:—

"(aa) the Executive Committee."

Amendment of section 19.

7. In section 19 of the Principal Act,—

(a) for sub-section (I), the following sub-section shall be substituted:—

(i) The Recognition Committee shall consist of the following members:—

(a) the President;

(b) the Director of Secondary Education, Government of West Bengal, *ex-officio* ;

(c) four persons elected by the Board in the manner provided by regulations from amongst the members referred to in clause (14), clause (15) and clause (16) of section 4;

(d) the Deputy Director of Secondary Education (for women), Government of West Bengal, *ex-officio* ; and

(e) the Deputy Director of Secondary Education (1), Government of West Bengal, *ex-officio*; and

(f) in sub-section (3), for the words "the Board" in the two places where they occur, the words "the Executive Committee" shall be substituted.

Insertaion of new section 19A.

8. After section 19 of the Principal Act, the fllowing section shall be inserted:—

"Executive Committee."

19A(1) The executive Committee shall consist of the following members:—

(a) the President:

(b) the Director of Secondary Education, Government of West Bengal, *ex-officio* ;

(c) the Director of Primary Education, Government of West Bengal, *ex- officio;*

(d) the Deputy Director of Secondary Education (1), Government of West Bengal, *ex-officio* ;

(e) the Deputy Director of Secondary Education (for women), Government of West Bengal, *ex-officio*.

(f) five persons elected by the Board in the manner provided by regulations from amonst the members referred to in clauses (8), (9), (10), (11) and (12) of section 4;

(g) five persons elected by the Board in the manner provided by regulations amongst the members referred to in clause (14) of section 4;

(h) one person elected by the Board in the manner provided by regulations from amongst the members referred to in clasue (15) of section 4;

(i) two persons elected by the Board in the manner provided by regulations from amongst the members referred to in clause (16) and clause (18) of section 4;

(j) member referred to in clause (17) of section 4;

(2) The President shall be the Chairman of the Executive Committee and the Secretary to the Board shall be the Secretary to the said Committee.

(3) It shall be the duty of the Executive Committee to—

(4) advice the Board on all matters relating to development of Secondary Education;

(b) take such steps as may be necessary to carry out, as directed by the Board, the policy in accordance with the provisions of this Act;

(Section 8)

(c) subject to any orders of the State Government in regard to the number, location and manner of selection—

(i) grant or refuse recognition to Institutions, and

(ii) withdraw recognitions granted to Institutions, after considering the recommendation of the Recognition Committee and in accordance with such regulations as may be made by the Board in this behalf;

(d)(i) amalgamate two or more Institutions into one Institution.

(ii) split one Institution into two or more Institutions, and

(iii) shift an Institution from one site to another in accordance with such regulations as may be made by the Board in this behalf;

(e)(i) supervise the functions of the managing committees,

(ii) approve or withhold approval of the constitution of the managing committees,

(iii) approve special constitution of the managing committees in accordance with such regulations as may be made by the Board.

(iv) supersede a managing committee and appoint Administrator to manage the affairs of an Institution;

(f) maintain a register of recognised Institutions;

(g) provide by by-laws after considering the recommendations, if any, of the Syllabus Committee, the syllabus, the course of studies to be followed and books to be studied in recognised Institutions and for examinations instituted by the Board in accordance with such regulations as may be made by the Board;

(h) undertake, if necessary, with the approval of the State Government, the preparation, publication or sale of text-books and other books for use in recognised Institutions;

(i)(a) maintain and publish lists of books approved for use in recognised Institutions and for examinations instituted by the Board, and

(b) revise such lists from time to time;

(j) make by-laws regarding the conditions to be fulfilled by candidates presenting themselves for examinations instituted by the Board;

(k) provide by by-laws, after considering the recommendations, if any, of the Examinations Committee and the Regional Councils, the rates of remuneration to be paid to paper-setters, moderators, tabulators, examiners, invigilators, supervisors and other persons employed in connection with the examinations instituted by the Board and fees to be paid by candidates for such examination;

(l)(i) grant permission to candidates to appear at the examinations instituted by the Board, and

(ii) refuse or withdraw such permission, if it thinks fit, in accordance with such by-laws as may be made by it in this behalf.

(4) The Executive Committee shall submit to the Board quarterly reports on the action taken by it on matters specified in this section and such other reports, returns statements and information on any matter relating to the duties of the Executive Committee as the Board may require from time to time.

(5) Subject to the provisions of sub-sections (3) and (4), the Executive Committee shall have the power to make by-laws in respect of matters referred to in clauses (g),(h),(k) and (i) of sub-section (3).

(Sections 9,10)

(6) No by-law shall be valid unless it is approved by the State Government. The Executive Committee shall submit by-law to the Board and the Board shall examine the same and submit the by-law to the State Government with its report. The State Government, after considering the report of the Board, may approve the by-law and, if necessary, make additions, alterations or modifications as it thinks fit.

(7) All by-laws approved by the State Government shall be published in the *"Official Gazette."*

Amendment of section 20.

9. In section 20 of the Principal Act,—

(1) for sub-section (1), the following sub-section shall besubstituted—

(1) The Syllabus Committee shall consist of the following members—

(a) the President;

(b) the Dean of the Faculty of Arts of the University of Calcutta, *ex-officio ;*

(c) the Dean of the Faculty of Science of the University of Calcutta, *ex-officio ;*

(d) a Dean nominated by each of the Universities of Burdwan, Kalyani and North Bengal;

(e) the Dean of the Faculty of Engineering, Jadavpur University, *ex- officio;*

(f) One person elected by the Board in the manner provided by regulations from amongst the members referred to in clause (8) of section 4;

(g) five persons elected by the Board in the manner provided by regulations from amongst the members referred to in clause (14) of section 4 ;

(h) three persons having special knowledge of scientific or technical education, who may or may not be members of the Board, elected by the Board in the manner provided by regulations.;

(2) in sub-section (3)—

(a) in clause (a), for the words "the Board" the words "the Executive Committee" shall be subsituted; and

(b) in clause (b), for the words "the Board", wherever they occur, the words "the Executive Committee" shall be substituted; and

(3) in sub-section (4), for the words "the Board", the words "the Executive Committee" shall be substituted.

Amendment of section 21.

10. In Section 21 of the Principal Act,—

"(1) for sub-section (1), the following sub-section shall be substituted:—

(1) The Examinations Committee shall consist of the following members;—

(a) the President ;

(b) the Director of Secondary Education, Government of West Bengal, *ex-officio ;*

(c) one person nominated by the State Government from amongst the members of the Board referred to in clauses (9), (10), (11) and (12) of section 4;

(d) one person elected by the Board in the manner provided by regulations from amongst the members referrd to in clauses (9),(10),(11) and (12) of section 4 ;

(e) the Director of Technical Education, Government of West Bengal, *ex-offic*io, and

(f) the Deputy Director of Secondary Education (1), Government of West Bengal, *ex-officio ;*

(Sections 11—15)

(2) for sub-section (4), the following sub-section shall be substituted—

"(4) The Examinations Committee shall advise—

(a) the Executive Committee on—

(i) the rates of remuneration to be paid to the paper-setters, moderators, tabulators, examiners, invigilators, supervisors and other persons employed in connection with examinations,

(ii) the fees to be paid by the candidates for examinations; and

(b) the Board on any matter relaing to examinations which may be referred to it for advice by the Board."; and

(3) in sub-section (5), for the words "of the Examinations Committee or of the Board", the words "of the Examinations Committee or the Executive Committee or the Board" shall be substituted.

Amendment of section 22.

11. In section 22 of the Principal Act,—

(a) for sub-section 1, the following sub-section shall be substituted—

"(1) The Appeal Committee shall consist of the following members—

(a) three persons elected by the Board in the manner provided by regulations from amongst the members referred to in clause (14) of section 4;

(b) a person nominated by the State Government from amongst the members of the judicial service of the State Government;

(c) the Direcror of Secondary Education, Government of West Bengal, *ex-officio* ;

(d) a member of a managing committee of recognised Institution nominated by the President." ; and

(b) in sub-section (2), for the words "The President", the words "The person referred to in clause (b) of sub-section (l)" shall be substituted.

Amendment of section 25.

12. In section 25 of the Principal Act and in the marginal note to that section, for the words "Regional Examination Councils", wherever they occur, the words "Regional Councils" shall be substituted.

Amendment of section 26.

13. In section 26 of the Principal Act, in sub-section (3), for the words "Regional Examination Council" wherever they occur, the words "Regional Council" shall be substituted.

Amendment of the heading under chapter IV.

14. In the heading under Chapter IV of the Principal Act, for the word "functions", the word "duties" shall be substituted.

Amendment of section 27.

15. In section 27 of the Principal Act,—

(i) in the marginal note, for the word "Functions" the words "powers and duties" shall be substituted; and

(ii) in sub-section (2), for clauses (a) to (m), the following clauses shall be substituted:

"(a) to lay down the general policy for development of Secondary Education in West Bengal;

(b) to conduct periodical survey, to assess the educational needs of West Bengal with particular reference to such needs of the Scheduled Castes, the Scheduled Tribes and other backward communities and of the hill areas in West Bengal;

(c) to make regulations is respect of matters referred to in clauses (c),(d),(e) and (g) of sub-section (3) of section 19A;

(d) to institute Secondary Examinations and such other examinations as it may think fit and to make regulations in this behalf excepting in respect of matters specified in clause (j),(k) and (l) of sub-section (3) of section 19A;

(e) to administer the West Bengal Board of Secondary Education Fund."

(Sections 16, 17)

(f) to institute and administer such Provident Funds as may be prescribed;

(g) to make regulations relating to the conduct, discipline and appeal in respect of the members of its staff;

(h) to decide any appeal preferred against any decision of the Executive Committee or, subject to the provisions of this Act, any other Committee constituted under this Act, and

(i) to award diplomas, certificates, prizes and scholarships in respect of any examinations instituted by the Board."

(ii) after sub-section (5), the following sub-section shall be added—

(6) Subject to the provisions of sub-sections (2) and (3), the Board shall have the power to require the Executive Committee, from time to time to submit reports, returns, statements and other information on any matter relating to the duties of the Executive Committee referred to in sub-sections (3) and (4) of section 19A".

Amendment of section 28.

16. In section 28 of Principal Act,—

(a) for sub-section (2), the following subsection shall be substituted—

"(2) The President may, in any emergenry, exercise any of the powers of the Board or the Executive Committee provided however that he shall not act contrary to any decision of the Board or the Executive Committee and shall, as soon thereafter as may be, place a full report before the Board or the Executive Committee as the case may be, of the action taken by him stating reasons therefor": and

(b) in clause (c) of sub-section (3), after the word "Board" wherever it occurs, the words "or the Executive Committees" shall be inserted.

Amendment of section 29.

17. In section 29 of the Principal Act,—

(a) in the marginal note, after the word "Board" the words "and the Executive Committee" shall be inserted;

(b) for sub-section (2) the following sub-section shall be substituted—

"(2) The Board shall meet at such other times, not less than twice a year, as may be appointed by the President on the advice of the Executive Committee.";

(c) in the proviso to sub-section (3), for the word "ten" the word "twenty" shall be substituted;

(d) in sub-section (4),—

(i) for the word "six", the word "fifteen" shall be substituted and

(ii) for the word "any committee", the words "any committee other than the Executive Committee" shall be substituted :

(e) in sub-section (5), for the word "ten", the word "twenty" shall be substituted;

(f) in sub-section (7) for the word "ten", the word "twenty" shall be substituted;

(g) after sub-section (7), the following sub-section shall be added;

"(8)(a) The Executive Committee shall meet at least once in every two months and at least six times a year.

(b) The President shall give to each member not less than seven day's notice of each meeting;

Provided that the President may call an emergency meeting after giving not less than two day's notice to each member.

(c) No business shall be transacted at any meeting of the Executive Committee unless a quorum of nine members is present."

(Sections 18—22)

Amendment of section 30.

18. In section 30 of the Principal Act—

(a) in the marginal note, for the words "Regional Examination Councils", the words "Regional Councils" shall be substituted;

(b) for the words "Regional Examination Council", the words "Regional Council" shall be substituted, and

(c) for the words "any Committee", the words "any Committee other than the Executive Committee" shall be substituted.

Amendment of section 39.

19. In section 39 of the Principal Act, for the words "Regional Examination Council" the words "Regional Council" shall be substituted.

Amendment of section 43.

20. In section 43 of the Principal Act, in clause (a),—

(a) for the words "defect in the Constitution of" the words "defects in the initial or subsequent constitution of," shall be substituted and

(b) for the words "Regional Examination Council" the words "Regional Council" shall be substituted.

Amendment of section 45.

21. In sub-section (2) of section 45 of the Principal Act,—

(i) in clause (b), for the words, brackets, letter and figures "sub-clause (b) of clause (15) and clause (16)", the words, brackets, letter and figures "clause (8) and sub-clause (b) of clause (14)" shall be substituted;

(ii) in clause (c), for the word, brackets and figures "clause (17)", the word, brackets and figures "clause (15)" shall be substituted;

(iii) in clause (h), for the word, brackets and letter "clause (l)", the word, brackets and letter "clause (e)" shall be substituted.

Addition of New section 52.

22. After section 51 of the Principal Act, the following section shall be added—

Re-establishment of the Board.

52. (1) The State Government shall, by an order published in the *Official Gazette*, specify the date on which the Board is re-established in accordance with the provisions of sections 4.

(2) The State Government shall, by an order published in the *Official Gazette*, specify the dates by which the authorities (other than the State Government) shall elect or nominate members referred to in section 4. If such member or members are not elected or nominated, as the case may be, by the specified dates the State Government shall appoint such members from amongst persons qualified for such election or nomination, as the case may be.

(3) Until rules are made by the State Government for election of members referred to in section 4, the State Government shall appoint such member or members from amongst persons qualified for election under clause (8) and sub-clause (b) of clause (14) of section 4.

(4) Members appointed under sub-section (2) and (3) shall hold office for such period not exceeding two years as the State Government may specify from time to time."

By order of the Governor.

S.N.SANYAL.

Secy, to the Govt. of West Bengal.

THE WEST BENGAL ORDINANCE XIX OF 1982

West Bengal Board of Secondary Education

(Amendment) Ordinance, 1982*

West Ben. Act. V of 1963.

Whereas it is expedient to amend the West Bengal Board of Secondary Education Act, 1963, for the purposes and in manner hereinafter appearing ;

And whereas the Legislative Assembly of the State of West Bengal is not in session and the Governor is satisfied that circumstances exist which render it necessary for him to take immediate action ;

Short Title and Commencement

The Governor is pleased, in exercise of the power conferred by clause (1) of article 213 of the Constitution of India, to make and promulgate the following Ordinance :

(1.)(1) This Ordinance may be called the West Bengal Board of Secondary Education (Amendment) Ordinance, 1982.

(2) This section and clause (1), item (i) of sub-clause (b) and item (ii) of sub-clause (d) of clause (2), of section 2, clause (1) of section 3 and section 4 and 5 shall come into force at once; and the remaining provisions of this Ordinance shall be deemed to have come into force on the 2nd day of November, 1979.

Amendment of section 19A of West Ben. Act V of 1963.

2. In section 19A of the West Bengal Board of Secondary Education Act, 1963 (hereinafter referred to as the Principal Act),

(1) in sub-section (1), after clause (a), the following clause shall be inserted :

"(aa) the President, West Bengal Council of Higher Secondary Education, ex-officio";

(2) in sub-section (3)—

(a) for the words "It shall be the duty of the Executive Committee", the words "Subject to any general or special orders of the State Government, the provisions of this Act and any rules or regulations made thereunder, the Executive Committee shall have the power" shall be substituted;

(Section 2)

(b) in clause (c),

(i) for the words "subject to any orders", the words "subject to any directions" shall be substituted;

(ii) in sub-clause (ii), the words "and in accordance with such regulations as may be made by the Board in this behalf" shall be omitted;

(c) in sub-clause (iii) of clause (d), the words, "in accordance with such regulations as may be made by the Board in this behalf" shall be omitted;

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* *This ordinance is passed by the West Bengal Legislature (West Bengal Act XIII) which was published in Calcutta Gazette dated 12.10.82.

(d) in clause (e),

(i) in sub-clause (iii), the words "in accordance with such regulations as may be made by the Board" shall be omitted;

(ii) in sub-clause (iv), after the word "Administrator", the words "or ad hoc committee" shall be inserted;

(e) for clause (g), the following clause shall be substituted :

"(g) provide, after considering the recommendations, if any, of the Syllabus Committee, the syllabus, the course of studies to be followed and the books to be studied in recognised institutions and for examinations instituted by the Board";

(f) in clause (j), for the words "make by-laws regarding", the words "set down" shall be substituted;

(g) for clause (k), the following clause shall be substituted :

"(k) provide, after considering the recommendations, if any, of the Examinations Committee and the Regional Councils and with the approval of the State Government, the rates of remuneration to be paid to paper-setters, moderators, tabulators, examiners, invigilators, supervisors and other persons employed in connection with the examinations instituted by the Board and the rates of fees to be paid by candidates for such examinations";

(h) in sub-clause (ii) of clause (1), for the words "in accordance with such by-laws and as may be made by it in this behalf", the words "stating the reasons of such refusal or withdrawal," shall be substituted;

(3) in sub-section (4), for the words "quarterly reports", the words "half-yearly reports" shall be substituted;

(4) for sub-section (5), the following sub-section shall be substituted :

"(5) The Executive Committee shall have the power to make by-laws, not inconsistent with this Act or the rules or the regulations made thereunder, for discharging its functions under this Act."

(Sections 3 — 7)

Amendment of section 20.

3. In section 20 of the Principal Act.

(1) in sub-section (1), after clause (a), the following clause shall be inserted :

aa) The President, West Bengal Council of Higher Secondary Education, *ex-officio";*

(2) in sub-section (3),—

(a) in clause (a), after the word "advise", the words, "by way of recommendation", shall be inserted;

(b) in clause (b), after the word "advise", the words, "by way of recommendation", shall be inserted.

Amendment of section 22.

4. In section 22 of the Principal Act,

(1) for clause (b) of sub-section (1) the following clause shall be substituted :

"(b) a person, who is or has been a member of the judicial service of the State Government, nominated by the State Government";

(2) after sub-section (4), the following sub-section shall be inserted :

"(5) The honorarium or remuneration, if any, of the member nominated under clause (b) of sub-section (1) may be fixed by the State Government by an order made in this behalf."

Amendment of section 25.

Regional Council

5. For section 25 of the Principal Act, the following section shall be substituted :

25. (1) The Board may, with the approval of the State Government, constitute such Regional Council or Councils as it may deem fit. The number, composition and territorial jurisdiction of a Regional Council shall be determined by the Board with the approval of the State Government.

(2) The Board may, with the approval of the State Government, delegate to a Regional Council such powers or duties of the Executive Committee, conferred or imposed by or under this "act, except those referred to in clause (b) of sub-section (3), clause (b) of sub-section (4), and sub-section (5), of section 21, as it may deem fit, and may at any time withdraw from such Regional Council the powers or duties so delegated and dissolve the Regional Council."

Amendment of section 26.

6. In section 26 of the Principal Act, in sub-section (2), for the words "provided by regulations made in this behalf," the words "specified by the Board", shall be substituted.

Amendment of section 27.

7. In section 27 of the Principal Act, in sub-section (2),

(1) clause (c) shall be omitted;

(2) in clause (d), the words, letters, figures and brackets "excepting in respect of matters specified in clauses (j), (k) and (l) of sub-section (3) of section 19A" shall be omitted.

(Section 8)

Amendment of section 52.

8. In section 52 of the Principal Act,

(1) in sub-section (3)

(a) the words "rules are made by the State Government for" shall be omitted.

(b) after the words and figure "referred to in Section 4", the word "is held" shall be inserted ;

(2) For sub-section (4), the following sub-section shall be substituted :—

(4)(i) Members appointed under sub-section (3) shall hold office until nomination of members under section of (4) held and the result of such election is published in the Official Gazette in this behalf"._

The 2nd August, 1982

B.D. Panda
Governor of West Bengal

WEST BENGAL ACT XXVII OF 1983

The West Bengal Board of Secondary Education (Amendment) Act, 1983

[Passed by the West Bengal Legislature]

[Assent of the Governor was first published in the *Calcutta Gazette, Extraordinary,* of the 11th October, 1983.]

An Act to amend the West Bengal Board of Secondary Education Act, 1963.

Whereas it is expedient to amend the West Bengal Board of Secondary Education Act, 1963, for the purposes and in the manner hereinafter appearing ;

It is hereby enacted in the Thirty-fourth Year of the Republic of India, by the Legislature of West Bengal, as follows :—

1. (1) This Act may be called the West Bengal Board of Secondary Education (Amendment) Act, 1983.

(2) It shall be deemed to have come into force on the 2nd day of November, 1979.

2. In clause (14) of section 4 of the West Bengal Board of Secondary Education Act, 1963 (hereinafter referred to as the Principal Act), for sub-clause (b), the following sub-clause shall be substituted :

"(b) thirty-two whole-time and permanent teachers of recognised secondary schools (whose appointment has been approved in accordance with the rules), elected in the manner prescribed ;"

3. In section 19A of the Principal Act,

(1) in clause (i) of sub-section (3), for sub-clause (i), the following sub-clause shall be substituted :

(i) "(a) approve or prescribe books either for being studied in recognised institutions or for examinations instituted by the Board or for both, and

(b) publish list of books so approved or prescribed and revise such list from time to time ;"

(2) for sub-section (5), the following sub-section shall be substituted :

"(5) The Executive Committee may, if it thinks necessary, make by-laws, not inconsistent with this Act or the rules or the regulation made thereunder, for discharging its functions under this Act :

Provided that any decision or action taken or any order made by the Executive Committee in the discharge of its functions under this Act shall not be invalid merely on the ground that no by-law has been made under this sub-section".

4. For sub-section (3) of section 27 of the Principal Act, the following sub-section shall be substituted :

"(3) Subject to the provisions of sub-section (2), the Board may, if it thinks necessary, make regulations in respect of any matter for the proper exercise of its powers under this Act :

Provided that any decision or action taken or any order made by the Board in exercise of its power under this Act shall not be invalid merely on the ground that no regulation has been made under this sub-section".

5. In sub-section (8) of section 29 of the Principal Act, for clause (c), the following clause shall be substituted :

"(c) No business shall be transacted at any meeting of the Executive Committee unless there is a quorum of fity *per cent*, of the existing members of the Executive Committee, fraction, if any, being computed as one".

WEST BENGAL ACT X OF 1984

The West Bengal Board of Secondary Education (Amendment) Act, 1984
[Passed by the West Bengal Legislature]

[Assent of the Governor was first published in the *Calcutta Gazette, Extraordinary*, of the 5th April, 1984]

An Act to amend the West Bengal Board of Secondary Education Act, 1963.

Whereas it is expedient to amend the West Bengal Board of Secondary Education Act, 1963, for the purposes and in the manner hereinafter appearing ;

It is hereby enacted in the Thirty-fifth Year of the Republic of India, by the Legislature of West Bengal, as follows :—

1. (1) This Act may be called the West Bengal Board of Secondary Education (Amendment) Act, 1984.

(2) It shall be deemed to have come into force on the 9th day of February, 1984.

2. In section 4 of the West Bengal Board of Secondary Education Act, 1963 (hereinafter referred to as the Principal Act).

(a) for clause (3), the following clause shall be substituted :

"(3) the Director of School Education, Government of West Bengal, ex-officio';

(b) clause (4) shall be omitted.

3. In sub-section (1) of section 19 of the Principal Act, for clause (b), the following clause shall be substituted :—

"(b) the Director of School Education, Government of West Bengal, ex-officio ;

4. In sub-section (1) of section 19A of the Principal Act,—

(a) the clause (b), the following clause shall be substituted :—

"(b) the Director of School Education, Government of West Bengal, ex-officio";

(b) clause (c) shall be omitted.

5. In sub-section (1) of section 21 of the Principal Act, for clause (b), the following clause shall be substituted :

"(b) the Director of School Education, Government of West Bengal, ex-officio";

6. In sub-section (1) of section 22 of the Principal Act, for clause (c), the following clause shall be substituted :

"(c) the Director of School Education, Government of West Bengal, ex-officio";

7. In sub-section (1) of section 28 of the Principal Act, for clause (b), the following clause shall be substituted :—

"(b) the Director of School Education, Government of West Bengal, ex-officio";

8. (1) The West Bengal Board of Secondary Education (Amendment) Ordinance, 1984 is hereby repealed.

(2) Notwithstanding such repeal, anything done or any action taken under the Principal Act as amended by the West Bengal Board of Secondary Education (Amendment) Ordinance, 1984 shall be deemed to have been validly done or taken under the Principal Act as amended by this Act.

WEST BENGAL ACT XV OF 1986

The West Bengal Board of Secondary Education Amendment Act, 1986
[Passed by the West Bengal Legislature]

[Assent of the Governor was first published in the *Calcutta Gazette, Extraordinary*, of the 7th June, 1986]

An Act to amend the West Bengal Board of Secondary Education Act, 1963

Whereas it is expedient to amend the West Bengal Board of Secondary Education Act, 1963, for the purpose and in the manner hereinafter appearing ;

It is hereby enacted in the Thirty-seventh Year of the Republic of India, by the Legislature of West Bengal, as follows :

1. This Act may be called the West Bengal Board of Secondary Education (Amendment) Act, 1986.

2. In section 31 of the West Bengal Board of Secondary Education Act, 1963 :

(a) in sub-section (1), the words "together with a budget estimate showing in such form as may be prescribed, the anticipated income and expenditure of the Board during the financial year in which such annual meeting is held" shall be omitted ;

(b) for sub-section (3), the following sub-section shall be substituted :

"(3) (a) The Board shall hold a special meeting by the 31st October of every financial year and shall place before the said meeting a budget estimate showing, in such form as may be prescribed, the anticipated income and expenditure of the Board for the next financial year.

(b) The budget estimate as aforesaid shall, after confirmation by the Board, be

forwarded to the State Government by the 30th November of the financial year in which the special meeting referred to in clause (a) is held";

(c) in sub-section (4), in clause (a), for the words "within three months", the words "within two months" shall be substituted;

(d) for sub-section (5), the following sub-section shall be substituted:—

"(5) If the State Government does not accord its approval to the budget estimate under clause (b) of sub-section (3) within two months of the receipt thereof, or if the State Government does not communicate its approval of the budget estimate to the Board under clause (c) of sub-section (4) within the 31st March of the financial year immediately preceding the financial year to which the budget estimate relates, the budget estimate as forwarded to the State Government by the Board under clause (b) of sub-section (3) or as resubmitted to the State Government by the Board under clause (b) of sub-section (4), as the case may be, shall be deemed to have been approved by the State Government and shall be the budget estimate of the Board for the financial year to which it relates";

(e) after sub-section (5), the following sub-section shall be inserted :—

"(6) Notwithstanding anything contained in the foregoing provisions of this section, the budget estimate of the Board for the financial year 1986-87 shall be submitted to the State Government and the approval or otherwise of the said estimate shall be accorded by the State Government in accordance with the provisions of this Act as in force immediately before the coming into force of the West Bengal Board of Secondary Education (Amendment) Act, 1986".

CALCUTTA GAZETTE (Extraordinary) November 9, 1972

Government of West Bengal
Education Department (Secondary)

Resolution

No. 2062-Edn.(S)—9th November 1972 — The existing pattern of Secondary Education in the State of West Bengal was introduced in 1957 by the Resolution No. 10973-Edn., dated 6th December 1955.

2. School Education has thereafter developed under the present system during the last 15 years or so. During this period some defects of the existing system have been brought to the notice of the Government.

3. With a view to remodelling the structural pattern of Secondary Education in the State to suit the needs of the time discussions were held with different organisations of teachers and students and also with academic bodies in the State.

4. After considering all views it has been decided that, in conformity with the uniform national pattern of education evolved by the Government of India, the structural pattern of school education in the State shall be as follows :

(1) School Education shall cover a period of ten years;

(2) The first five years shall cover Primary Education ;

(3) The next five years shall cover Primary Education which shall be divided into two stages, viz., the Junior Secondary Course covering a period of three years from Class VI to VIII and the Secondary Course covering a period of two years from Class IX to X. Class X shall mark the terminal stage of School Education and a public examination shall be held thereafter by the West Bengal Board of Secondary Education ;

(4) The first ten years of schooling, covering a Primary stage of five years and a Secondary stage of five years shall provide a course of general education without any specialisation, but at the Secondary stage in Classes IX and X *emphasis shall be laid on the teaching of a socially useful and productive craft or trade.*

5. The existing Higher Secondary School (XI-Class) shall be converted into Class X pattern and the structural pattern suggested above shall be introduced from the 1st January, 1973. The existing Higher Secondary Schools converted into Class X Schools from January 1973 may, however, be allowed to retain Higher Secondary Course for those students who are in Class IX, X and XI in 1972 and who will pass out in 1973, 1974 and 1975. Provision for plucked students shall be made by the West Bengal Board of Secondary Education.

6. The West Bengal Board of Secondary Education shall formulate a new school curriculum for Secondary Education and also detailed syllabi as early as possible. Pending formulation of detailed school curricula and syllabi for the change pattern to fit the new situation the existing School Final Syllabus shall be introduced in Class IX of the Higher Secondary Schools converted to Class X pattern from 1st January, 1973.

7. The two-year course following the High School course mentioned above shall be introduced in separate institutions to be named as Junior Colleges under a separate Statutory Body to be known as the Board of Intermediate Education. These Junior Colleges shall be designed to combine the good features of both the School and College patterns, in the following manner :

(a) Roll strength of a section should normally exceed 100 ;

(b) Tutorial and seminar shall not only be frequent but also compulsory.

8. Actual vocationalization of education and diversification of students to different streams will start in the two-year Junior College course which shall provide appropriate course of education in different branches like Commerce, Agriculture, Industry and other allied productive pursuits in order to meet the needs of industry, agriculture and trade.

9. The existing degree colleges may also be permitted to run the two-year Junior College courses from 1975 as the students who will be reading in Class IX in 1973 in the new 10-year course will appear at the Final Examination of the West Bengal Board of Secondary Education in 1975. Admission to Pre-University course in the existing colleges shall be stopped with effect from 1975 and from that year the students passing the School Final Examination under the new 10-year course will be admitted to the first year of the two-year Junior Colleges Course.

10. Upto 1975, students who are now reading and will be reading in the existing Higher Secondary Courses should be allowed to seek admission to the First Year of the present Three-Year Degree Course. After 1975 such students, if there be any may have to be admitted in the 2nd year of the Junior Colleges.

Order

Ordered that the Resolution be published in the "Calcutta Gazette" and that copies be forwarded to the Director of Public Instruction, West Bengal, Information and Public Relations Department, all Universities in the State, Indian Institute of Technology, Kharagpur, and also to the Board of Secondary Education, West Bengal.

By order of the Governor,
D.K.Guha,
Education Commissioner and Secy. to the Govt. of West Bengal.

GOVERNMENT OF WEST BENGAL
Education Department Notification

No. 2067-Edn.(s) Dated, Calcutta, 11th November, 1972

In exercise of the power conferred by section 47 of the West Bengal Board of Secondary Education Act, 1963 (West Bengal Act of 1963), the Governor is pleased hereby to give the following directions regarding the scope and content of Secondary Education in West Bengal, namely :—

Directions
With effect from the first day of January, 1973

1. After a period of five years covering Primary Educatiuon, the next five years shall cover Secondary Education divided into two stages, namely, a Junior Secondary Course covering period of three years from class VI to VIII and a Secondary Course covering a period of two years from Class IX to X. Class X shall mark the terminal stage of school education and a public examination shall be held thereafter by the West Bengal Board of Secondary Education.

2. The first ten years of schooling, covering a Primary stage of five years and a Second stage of five years, shall provide a course of general education without any specification but at the Secondary stage in Class IX and X emphasis shall be laid on the teaching of a socially useful and productive craft or trade.

3. The existing XI class Higher Secondary Schools shall be converted into the Class X pattern and the structural pattern indicated above shall be introduced from the 1st day of January, 1973. The existing Higher Secondary Schools converted into Class-X Schools from January 1973 may however, retain the Higher Secondary Course for those students who are in Classes IX, X and XI in 1972 and who will appear at the Higher Secondary Examination conducted by the West Bengal Board of Secondary Education in 1973, 1974 and 1975. Suitable provisions for unsuccessful students shall be made by the West Bengal Board of Secondary Education.

4. The West Bengal Board of Secondary Education shall formulate a new School curricula for Secondary Education and also detailed syllabi as early as possible. Pending formulations of the detailed school curricula and syllabi for the changed pattern to fit the new situation the existing School Final Syllabus shall be introduced in Class IX of the Higher Secondary Schools converted to Class X pattern from the first day of January, 1973.

By order of the Governor
Sd/-D.K.Guha,
Education Commissioner and Secretary to the Government of West Bengal

GOVERNMENT OF WEST BENGAL

West Bengal Board of Secondary Education
Notification

No. S/734.— 3rd December, 1980— The following regulations made by the West Bengal Board of Secondary Education under sub-section (3) of section 27, read with clause (c) of sub-section (1) of section 19, clauses (f), (g), (h) and (i) of sub-section (1) of section 19A, clauses (f), (g) and (h) of sub-section (1) of section 20, clause (d) of sub-section (1) of section 21, clause (a) of sub-section (1) of section 22 and clause (c) of sub-section (1) of section 23 of the West Bengal Board of Secondary Education Act, 1963 (West Bengal Act V of 1963), which the Governor has been pleased to approve after having therein certain additions, alterations and modification after considering the views expressed by the West Bengal Board of Secondary Education under sub-section (4) of section 27 of the said Act, are hereby published as required by sub-section of that section:

REGULATIONS

1. Short title and commencement : (i) These regulations may be called the West Bengal Board of Secondary Education (Election to Committees) Regulations, 1980.

(ii) They shall come into force on the date of publication the official gazette.

2. **Definitions** : In these regulations, unless there is anything repugnant in the subject or context,—

(a) "the Act" means the West Bengal Board of Secondary Education Act, 1963 (West Bengal Act V of 1963);

(b) "Board" means the West Bengal Board of Secondary Education established under the Act;

(c) "Committee" means any of the committees referred to in section 18;

(d) "election" means election of members to any of the committees referred to in section 18;

(e) "form" means a form appended to this regulations;

(f) "member" means a member of the Board;

(g) "President" means the President of the Board;

(h) "section" means a section of the Act.

3. **Presentation and scrutiny of nomination papers :** Every candidate for an election shall, between 11 a.m. and 5 p.m. on such date as may be fixed by the President in this behalf, deliver personally or caused to be delivered through his proposer or seconder to the President a nomination paper in Form I(a), I(b), I(c), I(d), I(e), or I(f), as may be applicable signed by a member as proposer and another member as seconder and also by the candidate himself as agreeing to such nomination. Every such nomination paper shall be scrutinised by the President on a date and at a place and time to be fixed by him in this behalf.

4. **Announcement of the date/dates of scrutiny of nomination papers :** The dates fixed by the President for scrutiny of nomination papers under regulation 3 shall be duly announced by him by issue of a notice to the members and also putting up a copy of the said notice in the office of the Board.

5. **Withdrawal of candidature :** Any candidate may withdraw his candidature by a notice in writing in Form II addressed and delivered to the President by the candidate or his authorised agent not later than two days immediately following the day fixed for the scrutiny of nomination papers.

6. **Conduct of elections :** (1) If, in the case of any election the number of candidates after the last date of withdrawal of candidature under regulation 5 is equal to the number of persons to be elected, the President shall declare such candidates duly elected.

(2) If, in the case of any election the number of candidates after the last date of withdrawal of candidature under regulation 5 is less than the number of persons to be elected, the President shall declare such candidates duly elected and the procedure laid down in sub-regulation (3) shall be followed for the purpose of filling up of the remaining seats.

(3) If, in the case of any election there is no candidate or the candidates have subsequently withdrawn their candidatures, or there are seats that remain to be filled up, as referred to in sub-regulation (2), the President shall, by an order in writing, call for nomination papers as specified in regulation 3 afresh and hold an election on a date and time to be fixed by the President by an order issued in this behalf.

(4) If, at any election, the number of candidates exceed the number of persons to be elected, the President shall, within 72 hours of security of nomination papers, publish in his office the list of the candidates in alphabetical order on the basis of surnames and a poll shall be taken at a meeting of a Board, specially convened for the purpose, on a date and at a time to be fixed by the President. If there is only one candidate to be elected, the candidate securing largest number of valid votes shall be declared elected by the President. If the number of candidates to be elected under any clause of any sub-section of any section of the Act is more than one, the candidates securing maximum number of valid votes, in order of preference, shall be declared elected according to the number or numbers to be elected under that clause.

7. **Election to be held by ballot :** The election shall be held by ballot and the ballot paper printed in Form III(a), III(b), III(c), III(d), III(e), III(f), III(g), III(h), III(i), III(j) or III(k) as may be applicable shall be used for the purpose of such election.

8. **A member to have one vote for each candidate :** Every member shall have as many votes as there are persons to be elected, but shall not have the right to record more than one vote in favour of the candidate.

9. **Recording of vote :** When a poll is taken every member on receiving a ballot paper from the President shall, if he desires to vote, record his vote thereon by putting a (X) mark with an instrument of writing such as, pen or dot-pen, but not a pencil, against the name or names of each of the candidate or candidates for whom he wishes to vote and deposit the same in a box in the presence of the President, or such other members as may be appointed by the President to preside at such meeting. The President may also cast his vote in a similar manner.

10. **Rejection of ballot paper :**

(1) A ballot paper shall be invalid if —

(a) it is not duly marked; or

(b) it contains no record of voting; or

(c) more than one mark is placed on it against any candidate's name; or

(d) the number of votes recorded thereon exceeds the number of seats to be filled; or

(e) the mark is so placed on it as to render it doubtful in whose favour the vote has been cast; or

(f) any mark is made on it by which the member casting the vote may afterwards be identified;

Provided that when a member has to record more than one vote on a single ballot paper, the whole ballot paper shall be invalid if it contains defects referred to in clause (f) only, but in case covering under clause (a) or clause (c) or clause (d) only the vote or votes concerned and not the whole ballot paper shall be invalid.

(2) The decision of the President or any member appointed by the President to preside at such meeting as to the validity of a vote shall be final, subject only to any decision to the contrary under section 12.

(3) The President or any member appointed by the President to preside at such meeting shall endorse the ballot paper or the vote, as the case may be, which he considers invalid as "rejected" and note the grounds of such rejection thereon.

11. **Declaration of result of election :** The President or any member appointed by the President to preside at such meeting shall, after completing the counting of votes, forthwith declare the candidate obtaining the largest number of valid votes as elected, where there is only one candidate to be elected. If the number of candidates to be elected is more than one, the candidates securing maximum number of valid votes, in order of preference, shall be declared elected according to the number of members to be elected. When two or more candidates receive an equal number of valid votes and they cannot all be declared elected, the final selection shall be made by the President or any member appointed by the President to preside at such meeting by drawing of lots in such manner as he may think fit.

12. **Grant of certificate of election to the elected candidate :** Upon completion of counting, and final selection, the President shall —

(1) prepare and certify a return in Form IV(a), IV(b), IV(c), IV(d) , IV(e) or IV(f), as may be applicable in the election; and

(2) grant a copy of the said return to the elected candidate and permit any candidate to take a copy of, or extract from, the said return.

13. **Report of result of election :** The President shall within seven days of the declaration of result of election, report the result of the election to the Secretary to the Government of West Bengal in the Education Department.

14. **Preservation of papers relating to election :** All papers connected with an elected under these regulations shall be kept in a sealed packet in the custody of the President for a period of two years and shall neither be opened nor their contents inspected nor produced for inspection except under the orders of the Tribunal appointed under section 12.

FORM I (a)

(See regulation 3)

**NOMINATION PAPER

For election of member(s) of the Recognition Committee under clause (c) of sub-section (1) of section 19 of the West Bengal Board of Secondary Education Act, 1963 (West Bengal Act, V of 1963).

1. (a) Full name of the Candidate (In block letters — Surname first)

....

(b) Occupation ....

(c) Academic Qualification ....

(d) Full Address (present and permanent) ....

2. (a) Full name of the Proposer ....

(b) Full Address ....

(c) Signature of the Proposer ....

3. (a) Full name of the Seconder ....

(b) Full Address ....

(c) Signature of the Seconder ....

....

**From No 1 (b) to 1 (f) shall be same as 1(a).

Declaration by Candidate

I hereby declare that I agree to the nomination.

Date ....

Signature of the Candidate.

N.B.— This nomination paper shall not be valid unless it is delivered to the President, West Bengal Board of Secondary Education at his office before 5 p.m. on .... 19 ....

(To be filled in by the President, West Bengal Board of Secondary Education.)

Certificate of Delivery

Serial No.

The nomination paper in respect of .... delivered to me at my office at (date and hour) .... by the Candidate/Proposer/Seconder Shri/Sm.* ....

President

FORM II

(See regulation 6)

NOTICE OF WITHDRAWAL

To

The President,
West Bengal Board of Secondary Education.

I, ... , a candidate nominated for the election to the ... ... Committee ... ... under clause ... ... of sub-section... ... ... of section... ... ... of the West Bengal Board of Secondary Education Act, 1963 (West. Ben. Act V of 1963), do give you notice that I hereby withdraw my candidature.

Date: this .... day of ....

....

Signature of the Candidate

(To be filled in by the President, West Bengal Board of Secondary Education.)

This notice of withdrawal was delivered to me at amy office at (date and hour) ... ...by the candidate/his authorised agent**

President

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* Strike out which are not necessary.

** Strike out which is not necessary.

FORM III(a)

(See regulation 7)

**BALLOT PAPER

For election to the Recognition Committee under clause (c) of sub-section (1) of section 19 of the West Bengal Board of Secondary Education Act. 1963 (West Bengal Act V of 1963).

Serial No. of Ballot Paper... ... ...

Names of contesting candidate	Mark of voting

(Please see reverse for instructions)

Reverse of Form III(a)

Instructions

(1) The number of candidates for whom the member may vote is four.

(2) Not more than one vote may be given to a candidate.

(3) Vote shall be recorded by marking (X) with pen or dot-pen but not with pencil on the column "Mark of voting" opposite to name/names of candidate/candidates for whom the member wishes to vote.

President

* Form III (b) to Form III (k) shall be same as Form III (a)

FORM IV (a)
(See regulation 12)
***RETURN OF ELECTION**

To the Recognition Committee under clause (c) of sub-section(1) of section 19 of the West Bengal Board of Secondary Education Act, 1963 (West Bengal Act V of 1963).

Names of contesting candidates	Number of valid votes recorded in favour of the candidates
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
(10)	

Total number of votes polled..

Total number of valid votes..

Total number of invalid votes ....

I declare that

(1) (Name)..

(2) (Name)..

(3) (Name)..

(4) (Name_ ....

has/have** been duly elected. I also declare that ....

has been elected to draw of lots.

Dated the .... day of ....

Signature of President

** Form IV (b) to Form (IV) (f) shall be same as Form IV (a).

* Strike out which is not necessary.

WEST BENGAL BOARD OF SECONDARY EDUCATION
GOVERNMENT OF WEST BENGAL

Education Department
Secondary Branch

No. $\frac{\text{1000-Edn.(S)}}{\text{15E-2/86}}$ Dated Calcutta, 25th August, 1986.

NOTIFICATION

The following draft of amendments which the Governor, in exercise of the power conferred by sub-section (1), and, in particular, by clause (b) of sub-section (2), of section 45 of the West Bengal Board of Secondary Education Act,1963 (West Bengal Act V of 1963), read with sub-clause (b) of clause 14 of Section 4 of the said Act, proposes to make in the West Bengal Board of Secondary Education Electoral (Constitution of Electorate, Preparation and Publication of Electoral Roll) Rules,1981 (hereinafter refferred to the said rules), is hereby published as required by sub-section (1) of section 45 of the said Act, for the information of persons likely to be affected thereby.

The draft will be taken into consideration on or after the 15.9.86 and any objection or suggestion with respect thereto, which may be received by the undersigned before the date, shall duly be considered.

Draft Amendments

In the said rules :—

(1) in rule 2,—

(i) for clause (b) substitute the following clause:

(b) "constituency" means a revenue district in West Bengal, the number of members to be elected from each constituency being given in Schedule—I appended to these rules :

Provided that in respect of revenue district of South 24 Parganas, constituency shall mean the territorial jurisdiction of the revenue district of South 24-Parganas excluding the areas covered by the Calcutta Municipal Corporation Act, 1980(West Bengal Act LIX of 1980):

(ii) for clause (c) substitute the following clause :

(c) "Calcutta" means the area described in Schedule—I to the Calcutta Municipal Corporation Act,1980 (West Bengal Act LIX of 1980);

(2) for Schedule—I, substitute the following schedule :—

"SCHEDULE I"

WEST BENGAL BOARD OF SECONDARY EDUCATION

[See rule 2 (b)]

Number of members to be elected under sub-clause (b) of clause (14) of section 4 of the West Bengal Board of Secondary Education Act, 1981 from constituency.

Serial No.	Constituency	Number of Members to be elected
1.	Bankura	2
2.	Birbhum	1
3.	Burdwan	3
4.	Calcutta	3
5.	Cooch- Behar	1
6.	Darjeeling	1
7.	Hooghly	2
8.	Howrah	2
9.	Jalpaiguri	1
10.	Malda	1
11.	Midnapore	4
12.	Murshidabad	2
13.	Nadia	2
14.	Purulia	1
15.	West Dinajpur	1
16.	North 24-Parganas	3
17.	South 24-Parganas	2
	Total	**32**

By order of the Government

Sd/-A.K.Basu

Secy. to the Govt.of West Bengal

GOVERNMENT OF WEST BENGAL

Education Department

Secondary Branch

No. $\frac{\text{1001-Edn.(S)}}{\text{15E-2/86}}$ Dated Calcutta, the 25th August '86.

NOTIFICATION

The following draft of amendments which the governor, in exercise of the power conferred by Sub-Section (1), and,in particular, by clause (b) of Sub-section (2) of section 45, of the West Bengal Board of Secondary Education Act, 1965 (West Bengal Act V of 1963) read with sub-clause (b) of clause (14) of Section 4 of the said Act proposes to make in the West Bengal Board of Secondary Education (Conduct of Elections) Rules, 1981 (hereinafter referred to as the said rules, is hereby published, as required by Sub-section (1) of Section 45 of the said Act, for the information of persons likely to be affected thereby.

The draft will be taken into consideration on or after the 15.9.1986 and any objection or suggestion with respect thereto which may be received by the undersigned before that date shall duly be considered.

DRAFT AMENDMENTS

In the said rules,—

(1) in rule 2 for sub-clause (a) of clause (5), substitute the following Sub-clause :

"(a) in relation to an election under sub-clause (b) of clause (14) of section 4, a revenue district in West Bengal, the number of members to be elected from each constituency being given in the Schedule appended to these rules.:

Provided that in respect of the revenue district of South 24- Parganas, constituency shall mean the territorial jurisdiction of the revenue of South 24-Parganas excluding the areas covered by the Calcutta Municipal Corporation Act, 1980(West Bengal Act, LIX of 1980)"

SCHEDULE

Number of members to be elected under sub-clause (b) of clause (14) and clause (15) of Section 4 of the West Bengal Board of Secondary Education Act, 1963, from each constituency.

[See clause (5) of rule 2]

Serial No.	*Constituency*	*Number of Members to be elected*
1.	Bankura	2
2.	Birbhum	1
3.	Burdwan	3
4.	Calcutta	3
5.	Cooch- Behar	1
6.	Darjeeling	1
7.	Hooghly	2
8.	Howrah	2
9.	Jalpaiguri	1
10.	Malda	1
11.	Midnapore	4
12.	Murshidabad	2
13.	Nadia	2
14.	Purulia	1
15.	West Dinajpur	1
16.	North 24-Parganas	3
17.	South 24-Parganas	2
18.	West Bengal Legislative Assembly	2

By order of the Governor,
Sd/- A.K.Basu
Secy.of the Govt. of West Bengal.

2 APPEAL REGULATIONS

MANNER OF HEARING AND DECIDING APPEALS BY APPEAL COMMITTEE*

WEST BENGAL BOARD OF SECONDARY EDUCATION

NOTIFICATION**

Dated, the 30th January, 1965

The following regulations made by the West Bengal Board of Secondary Education under sub-section (3) of section 27, read with sub-section (3) of section 22, of the West Bengal Board of Secondary Education Act, 1963 (West Bengal Act V of 1963), which the Governor has been pleased to approve having made therein certain modifications after consultation with the West Bengal Board of Secondary Education under sub-section (4) of section 27 of the said Act, are hereby published as required by sub-section (5) of that section namely :

REGULATIONS

1. These regulations may be called the West Bengal Board of Secondary Education (Manner of Hearing and Deciding Appeals by Appeal Committee) Regulations, 1964.

2. In these regulations, unless there is anything repugnant in the subject or context, —

(a) "the Act" means the West Bengal Board of Secondary Education Act, 1963;

(b) "Appeal Committee" means the Appeal Committee constituted by the Board under section 18 of the Act;

(c) "Board" means the West Bengal Board of Secondary Education established under the Act;

(d) "Institution" means an Institution as defined in Clause (c) of section 2 of the Act;

(e) "Managing Committee" means Managing Committee as defined in clause (d) of section 2 of the Act;

(f) "Teacher" means any member of the teaching staff of an Institution.

3. A teacher who feels to have been affected adversely by any decision of the Managing Committee of the Institution he serves or has served (hereinafter referred to as the appellant) may appeal direct to the Appeal Committee against such decision in accordance with the provisions of these regulations.

****The appeal regulations, therefore, will not also apply to a sponsored institution. Consequently, the Appeal Committee has no jurisdiction to hear and decide the appeals from an aggrieved teacher of a sponsored institution under the Management Rules of 1969.***

**Published in Calcutta Gazette, 18.2.1965 and amended vide Notification No. S/736, dt. 3rd day of Dec., 1980.

4. (1) The Managing Committee against whose decision an appeal is intended to be preferred shall, on demand in writing from the appellant, furnish a copy of the decision in question to the appellant within a week from the date of such demand.

(2) The appellant shall submit to the Secretary to the Board, by registered post with acknowlegement due, a memorandum of appeal in triplicate in the form appended to these regulations, or in a form substantially similar thereto —

(a) within one month from the date on which the appellant receives a copy of the decisions referred to in sub-regulation (1), together with a copy of such decision, or,

(b) where the Managing Committee does not comply with the provisins of sub-regulation (1), within one and half months from the date of his demand, without a copy of the decision.

5. Where an appeal has been preferred, such appeal shall not operate as a stay of the execution of the order appealed against unless there is an appeal to the effect by the Appellant in the memorandum of Appeal and the Appeal Committee after due consideration, allows such appeal and directs stay of the execution of the order.

6. (1) On receipt of a memorandum of appeal, the Secretary to the Board shall forward a copy thereof, by registered post with acknowledgement due, to the Managing Committee concerned inviting its comments, if any.

(2) The Managing Committee shall forward its comments, in triplicate, by registered post with acknowledgement due, to the Secretary to the Board within three weeks from the date of receipt of the said memorandum of appeal.

(3) On receipt of such comments from the Managing Committee within the time mentioned in sub-regulation (2), the Secretary to the Board shall forward a copy thereof, by registered post with acknowledgement due, to the appellant who may, within a fortnight from the date of receipt of such copy forwarded to the Secretary to the Board, by registered post with acknowledgement due, his explanation if any, on such comments.

7. (1) The Secretary to the Board shall, —

(a) within a fortnight from the date of expiry of the time mentioned in sub-

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Comments : The Appeal Committee is a statutory provision under Appeal Regulations of the West Bengal Board of Secondary Education Act of 1963 and duly approved by the Governor with such modifications to suit the purpose of law.

The Appeal Committee is intended to be the Court of Appeal for the teachers and non-teaching staff of the Non-Govt. Institutions, recognized by the W. B. Board of Secondary Education, who may prefer an appeal to the Appeal Committee against any decision of the Managing Committee which can adversely affect their interest.

Though the Appeal Committee has been provided, under Act to exercise powers in hearing and deciding appeals of the employees of the non-Govt. Institutions, still it suffers from limitations. Since the Appeal Committee does not possess the wide power of the Appelant Court in making decision and executions of the order, the aggreived persons are not expected to be pleased with the neutral (?) decisions of the Appeal Committee.→

regulation (2) of regulation 6 in the event of non-receipt of any comments from the Managing Committee, or

(b) within a fortnight from the date of expiry of the period referred to in sub-regulation (3) of regulation 6, place all records of the case with or without the comments of the Managing Committee and the explanation of the appellant as the case may be, before the Appeal Committee for a decision whether further enquiry into the case is necessary or not. The decision of the Appeal Committee in this respect shall be final.

(2) If the Appeal Committee decides to have a further enquiry into the case, the Secretry to the Board shall, within one month from the date of such decision, forward such records of the case as were placed before the Appeal Committee to the Director of Public Instruction, Government of West Bengal, who shall, as soon as possible after holding such enquiry as he consideres necessary, send a report containing his views to the Appeal Committee. The Secretary to the Board shall then send a copy of such report to the appellant, by registered post with acknowledgement due, inviting his comments thereon within a fortnight from the date of receipt thereof.

(3) Where the Appeal Committee decides under sub-regulation (1) that a further enquiry into the case is not necessary and also where the comment of the appellant referred to in sub-regulation (2) is or is not received within the period mentioned therein, the Secretary to the Board shall place the case before the Appeal Committee for decision of the appeal.

8. (1) The Appeal Committee may, at its discretion, hear the appellant or the Secretary to the Managing Committee or its representative personally and for that purpose may issue an order directing the appellant or the Secretary to the Managing Committee or its representative to appear before it with such papers and documents as the Appeal Committee may require.

(2) When an order is issued under sub-regulation (1) the party shall appear before the Appeal Committee on the date and time fixed in the said order. In case,

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→ The composition of the Committee tends to show that it has been represented by different organizations and as such, the judgement made by them cannot be questioned beyond doubt and lapses.

In Section II of the Appeal Regulations it has been declared that "the decision of the Appeal Committee shall be final ..... and no suit or proceeding shall lie in any Civil or Criminal Court ... decided by the Appeal Committee." But the question arises what legal step can be taken by the Board if the order is not complied with by the Management. Where suspension and termination of service are allowed to an authority, certainly the legal side of the problem cannot be overlooked. And as such, the appeallant or the defendent could not be restrained from approaching the Law Court for intervention, i.e. for their reddress of grievances, in spite of having prohibition under section II of the Appeal Regulations. Observations of the Calcutta High Court in response to hearing against appeal decisions are also found contradictory. And in the observations of the Honourable High Court the Appeal Committee under Section 22 of W. B. Board of Secondary Education Act, 1963, has been described as a Tribunal, over which the High Court has the power of superintendance under Article 227 of Indian Constitution. — Editor.

any of the parties or both the parties fail to appear, the Appeal Committee may proceed with the case without granting further time to the absentee party.

9. (1) The Appeal Committee may, on consideration of all the materials before it —

(a) in an appeal against an order of reduction in rank or the withholding of salary or a portion thereof or the withholding of the increment in pay, or against any like order affecting the appellent —

(i) allow the appeal and grant such relief as it considers appropriate, if it is of the opinion that the order appealed against is based on insufficient or unsatisfactory grounds, or

(ii) dismiss the appeal, if it is of the opinion that there are no grounds for interference with the order appealed against;

(b) in an appeal against an order of discharge or dismissal —

(i) allow the appeal and make an order directing reinstatement of the appellant with or without such relief as may be found consequential to such reinstatement, if it is of the opinion that such reinstatement is appropriate and proper, or

(ii) allow the appeal and make an order directing payment of gratuity to the appellant calculated at the rate of one month's salary for each completed year of service subject to a maximum of twelve months' salary if it is of the opinion that such payment of gratuity would be appropriate relief to the appellant instead of making an order of reinstatement, or

(iii) dismiss the appeal, if it is of the opinon that there are no good grounds for interference with the order appealed against.

(2) The Appeal Committee in all cases shall record reasons for its decision.

10. The Appeal Committee shall normally dispose of an appeal within a period of two months from the date of receipt of papers from the Secretary to the Board referred to in sub-regulation (3) of regulation 7.

11. (1) The decision of the Appeal Committee shall be final and it shall be binding upon the appellant and the Managing Committee and no suit or proceeding shall lie in any Civil or Criminal Court in respect of any matter which has been referred to, or has been decided by the Appeal Committee.

(2) The Secretary to the Board shall, on receipt of the decision of the Appeal Committee forthwith communicate the said decision to the appellant and the Managing Committee by registered post with acknowledgement due.

(3) If the appellant or the Managing Committee is found unwilling to comply with the decision referred to in sub-regulatin (2) within thirty days from the date

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Comments : Whatever be the good intention for providing an Appeal Committee under Appeal Regualtions of the Board, the Appeal Committee has not so far succeeded in creating an atmosphere of confidence between aggrieved parties i.e. the employers and the employees of the educational Institutions. — Editor.

Note : The Appeal Committee is treated as a Tribunal and as such, the appellant may engage a lawyer to plead his case before the Appeal Committee. — Editor.

of receipt thereof or until such period as may be extended by the Board, such non-compliance shall be considered as a sufficient ground for the Board to take against such party any step, not inconsistent with the Act or the Rules made thereunder, which the Board may deem fit and necessary.

FORM

West Bengal Board of Secondary education

FORM OF APPEAL TO THE COMMITTEE

Particulars to be furnished in triplicate by the aggrieved teacher of a recognized institution

1. Name of Appellant.

   Present Address.

2. Academic career.
3. Teaching experience.
4. Name of the school in which employed, when the order was passed. (State also Post Office and District).
5. Whether the School is aided or unaided.
6. (a) Nature of the appointment held by the appellant in the school : whether temporary or permanent.

   (b) If temporary, for what period appointed ?

   (c) Whether appointed on probation; if so, for what period ?

7. Whether he was given a letter of appointment; if so, a copy should be furnished.
8. Period of service, with date of commencement and termination thereof.
9. First appointment held in the school and the appointment held at the time when the grievance arose.
10. Salary when first appointed in the school and the salary last drawn (with specific mention of dearness allowances).
11. Nature of the decision or order complained of whether dismissal, discharge, reduction or withholding of salary. (Furnish copy of the order).
12. (a) Whether grievance is the outcome of any decision of the Managing Committee.

    (b) If so, date of meeting of the committee and date of receipt of orders by the appellant. The relevant decision of the Committee should be furnished.

13. In case of dismissal or discharge —

    (a) What notice, if any, was given ?

    (b) What compensation, if any, was paid ?

    (c) What was the Committee's contribution, if any, to the Provident Fund of the appellant ?

(d) His own contribution towards Provident Fund.

(e) Total Provident Fund dues.

14. Relief prayed for :—

(a) Reinstatement.

(b) Gratuity, equivalent to ____ months salary.

(c) Arrear salary from ____ to ____ @ Rs. ____ p.m.

(d) Provident Fund dues.

15. Documents (or copies thereof in triplicate) in support of the teacher's appeal, should be annexed.

16. Teacher's grievance, with relevant details (in triplicate).

17. Signature of Appellant, with date.

J. C. SENGUPTA
President
West Bengal Board of Secondary Education

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2 Park Street, Calcutta - 16

No. S/700 Dated 13.6.89.

From : Shri S. Chattopadhyay,
Secretary,
West Bengal Board of Secondary Education,
77/2, Park Street, Calcutta-16.

To : The Secretary,
Pankhai B.M. Institution,
P.O. Pankhai, Dist. Midnapore.

Sub: Implementation of the order of the Appeal Committee of the Board.

Ref. : Your letter No. PBM/37/89 dated 16.2.89.

Sir,

It appears from your letter under reference that you are not fully aware about the status of the Appeal Committee of the Board. 'Order' of the Appeal Committee is mandatory in nature. It has to be implemented within 30 (thirty) days from the date of receipt of the order.

Please note that even if there is no sanctioned post vacant and the Appeal Committee has passed order for re-instatement of an appellant the appellant must be allowed to join forthwith on the basis of the Appeal Committee order. Any problem that may be created due to such re-instatement will be sorted out by the concerned Department of the Govt. and D.I. of Schools (S.E.) afterwards.

In order to grasp fully the implication of an order passed by the Appeal

Committee, Regulation 11 of the West Bengal Board of Secondary Education (Manner of Hearing and Deciding Appeals by the Appeal Committee) Regulation, 1964 is reproduced below :-

11. (1) The decision of the Appeal Committee shall be final and it shall be binding upon the appellant and the Managing Committee and no suit or proceeding shall lie in any Civil or Criminal Court in respect of any matter which has been referred to or has been decided by the Appeal Committee.

(2) The Secretary to the Board shall, on receipt of the decision of the Appeal Committee, forthwith communicate the said decision to the appellant and the Managing Committee by registered post with acknowledgement due.

(3) If the appellant or the Managing Committee is found unwilling to comply with the decision referred to in sub-regulation (2) within thirty days from the date of receipt thereof or until such period as may be extended by the Board, such non-compliance shall be considered as a sufficient ground for the Board to take aganist such party any step, not inconsistent with the Act or the Rules made there-under, which the Board may deem fit and necessary.

You are, therefore, once again requested to implement the Appeal Committee order dated 8.7.88 without futher loss of time failing which Board will have no option left but to invoke the provision of regulation 11(3) of the above-mentioned regulations.

Yours faithfully
(S. Chattopadhyay)
Secretary

3 CONSTITUTION OF THE MANAGING COMMITTEE

BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 21/61 Dated, the 15th September, 61

From : The Secretary

To : The Heads of Secondary Schools

Sub : Formation of Trust Bodies and Registration of Trust Deeds.*

The undersigned is directed to state that the Board is often placed in an embarrassing position when a school first registers a Trust Deed or Deed of Gift and then seeks the Board's approval to the terms and conditions incorporated in the Deed, some of which may not be in conformity with the rules for the management of the non-Government Secondary Schools laid down in Government Notification No. 3675-Edn.(G)/G8B.40/59, dated 19.9.60.

It is, therefore, advised that recognised Secondary Schools intending to come under Trusts or to accept Gift should seek approval of the Board to such of the terms and conditions of the Trust of Gift as may affect the management of schools in any way, before embodying them in a Deed.

Sd/- D. P. Ray Chaudhuri
Secretary.

GOVERNMENT OF WEST BENGAL, EDUCATION DEPARTMENT

Notification

No. 1598. Edn.(S)-15th July, 1969 — In exercise of the powers conferred by sub-section (1), and, in particular by clause (d) of sub-section (2), of section 45 of the West Bengal Board of Secondary Education Act, 1963 (West Bengal Act V of 1963), as amended by the West Bengal Board of Secondary Education (Amendment) Ordinance, 1969 (West Bengal Ordinance No. V of 1969), the Governor is pleased hereby to make, after previous publication as required by sub-section (1) of said section, the following rules, viz. :—

Comment : *This comes within the provision of special constitution to be appoved by the Board of Secondary Education. Such provision of representation on the Managing Committee in the Category of Donor, Life member and Founder is subject to the approval of the Board. 'Subject to approval' means previous approval. Hence, permission of Special Constitution has to be secured from the Board before constitution or reconstitution of the Managing Committee on every occasion. (Vide item No. 8 of the Management Rules of 1981).

Is there any other scope of representation on the Managing Committee besides above three categories under special constitution ? Ans : Managing Committees willing to accept any large benefit from outside should forward the proposal to the Board for its approval first. Execution of any Trust Deed without previous approval of the Board is liable to be refused or rejected by the Board. — Editor.

Rules for Management of Recognised Non-Government Institutions (Aided and Unaided), 1969

1. **Short title :** These rules may be called the Management of recognised Non-Government Institutions (Aided and Unaided) Rules, 1969.

2. **Definitions :** In these rules, unless there is anyting repugnant to the context ;

(a) "the Act" means the West Bengal Board of Secondary Education Act, 1963 (West Bengal Act V of 1963). .

(b) "Institution" means an institution as defined in clause (c) of section 2 of the Act and recognised under the Act or within the meaning of the West Bengal Secondary Education Act, 1950 (West Bengal Act XXXVI of 1950);

(c) "Committee" means Managing Committee as defined in clause (d) of section 2 of the Act;

(d) the expression "Board" and "Head of Institution" shall have the same meaning as in the Act;

(e) "Director" means the Director of *Public Instruction,* West Bengal;

(f) "non-Government" in relation to an Institution means an Institution which is not maintained or managed by the Government, the Union Government or the Railway Board.

3. **Committee :** Every Recognised non-Government Institution shall have a Commiittee to be constituted in the manner and for the purposes hereinafter appearing.

4. **Register of Voters :** (1) A register of eligible voters for the constitution of the Committee shall be prepared by the Head of an Institution in consultation with the members of the existing Committee, if there is any, in a meeting to be convened by the Head of the Institution for the purpose with seven clear days' notice to be served by Registered Post with acknowledgement due and shall, after such consultation, be revised annually. The register shall be provisionally closed on the 15th day of March every year. It shall be open to public inspection for at least one month from that date and shall be finally closed on the last day of April every year with such revision as may be made by the Head of the Institution in consultation with the members of the Committee. In case there be any dispute between the Head of the Institution and the majority of the members of the Committee the matter shall be referred to the District Inspector/Inspectress of Schools concerned and his/her decision in the matter shall be final.

(2) In the year in which an election for the constitution or reconstitution of the Committee takes place, such register of eligible voters shall be provisionally closed, and the electoral rolls published simultaneously on the notice-board of the Institution at least one month before the election. The register of eligible voters shall be finally closed at least fifteen days before the date of election with such revision as may be made by the Head of the Institution in consultation with the members of the Committee. Incase of dispute between the Head of the Institution and the majority of the members of the Committee, the procedure laid down in sub-rule (1) shall be followed.

(3) After the election has been completed the register shall be reopened for making fresh entries.

5. **Particulars in the Register of Voters :** The register of eligible voters shall contain the names of (i) all guardians whose names are entered as such in the Admission Register; (ii) founders of the Institution, who have been recognised as such from the inception of the Institution; (iii) donors of the Institution; (iv) persons belonging to the locality and interested in education not exceeding ten in number as may from time to time be approved by the District Inspector/Inspectress of the schools concerned.

Explanation — For the purposes of this rule —

(1) An employee of the Institution who is also guardian shall be entitled to have his name registered as a guardian, but he shall not be eligible for election to any of the vacancies to be filled up under the provisions of rule 6.

(2) The term "guardian" means father, or in his absence, mother or in the absence of both one of the following relations in the order stated, namely, grandfather, grandmother, brother, sister, paternal uncle or maternal uncle. In the absence of all such relations, any other relation with whom the ward is actually residing shall be the guardian. But no one shall be a guardian if he be not of the age of 21 years or more.

(3) The term "donor" means a person recognised as such by the District Inspector/Inspectress of Schools concerned, who has donated to the Institution at least Rs. 1,000 at a time or Rs.500 for two consecutive years. Such donors shall be on the provisional list of donors for two consecutive terms of three years each.

(4) Person interested in education means a person, recognised as such by the District Inspector/Inspectress of Schools concerned, who is at least a graduate and who is engaged in a learned or liberal profession (e.g., teacher of a school or college, registered medical practitioner, lawyer etc.).

(5) No person shall be deemed to be a founder unless he has been recognised as such by the first Committee of the Institution and his name has occurred as founder in the voters' list for successive reconstitution of the Committee since the inception of the Institution. On the death of the founder his son or other heir shall not be entitled to be treated as founder unless his right to be so treated has been recognised in any registered deed executed by the founder and accepted by the first Committee and approved by the University of Calcutta or the West Bengal Board of Secondary Education.

6. **Election to the Committee :** (1) Persons whose names are entered in the register of eligible voters shall elect from themselves to the Committee, —

(i) one donor,

(ii) one founder,

(iii) one person interested in education, and

(iv) four guardians, in the case of Higher Secondary (class XI) Schools, Higher (class XI) Madrasahs and High Schools,

or,

three guardians, in the case of four-class Junior High Schools and Senior Basic Schools,

or,

two guardians, in the case of two-class Junior high Schools :

Provided that in the case of an institution where not less than fifty per cent of the students are resident scholars the seats for guardians in the Committee shall be filled by nomination by the District Inspector/Inspectress of Schools concerned from the list of guardians in the register of eligible voters to be furnished by the Head of the Institution

(2) If a donor has paid not less than Rs. 10,000 or its equivalent to the Institution he shall be a Life-Member of the Committee during life-time or shall have the right of nominating a person as a member of the Committee and in that case none from persons interested in education shall be elected;

Provided that if there are more than one such donors, only one at a time, by rotation according to precedence to be indicated by the Director shall be the member of the Committee or shall have the right of nominating a person on the Committee for a term;

Provided further that a person nominated by Life-Member shall cease to be a member of the Committee on the death of the Life Member

(3) One member of the Committee shall be nominated by the Director or by an officer authorised by him in this behalf.

7. Election by Teachers : (1) The members of the teaching staff of a Higher Secondary (Class XI) School, Higher (Class XI) Madrasah and High School shall elect three members, those of a four-class Junior High School and Senior Basic School shall elect two members and those of a two-class Junior High School shall elect one member, from amongst themselves to the Committee; and thereafter one of the members so elected shall be further elected to the Finance Sub-Committee by the same electorate at the same meeting, except in the case of two-class Junior High School where te member elected to the Committee shall also be a member of the Finance Sub-Committee.

(2) The Head of an Institution shall be an *ex-officio* member of the Committee.

Explanation — "Member of the teaching staff" means a whole-time member of the teaching staff holding a permanent post including a probationer who has completed at least four months' continuous service.

8. Power of Board to approve and supersede Committee

(1) The constitution of a Committee shall be subject to the approval of the Board and the Board shall have the power to supersede a Committee that has, in its opinion, not been functioning properly and to appoint an Administrator to exercise the powers and perform the functions of the Committee;

Provided that before superseding a Committee under this rule the Board shall have due regard to the report of the Director and shall afford a reasonable opportunity to the Committee to present its case before the Board.

(2) Notwithstanding anyting contained elsewhere in these rules the Board shall have the power to approve of the special constitution of a Committee in special cases or classes of cases;

Provided that no approval shall be given to the special constitution of a Committee unless the Institution concerned has applied for such constitution in accordance with the terms of the trust-deed or other legal documents relating to the founding or establishment of the Institution :

Provided further that any special constitution of a Committee shall provide for the election or nomination to the Committee of the same number of guardians and teachers as specified in rules 6 and 7 respectively in the same manner as specified in those rules and shall also provide that the number of other members in the Committee shall not exceed 50 percent of the total number of guardians and teachers so elected or nominated, as the case may be, to the Committee including the Head of the Institution who shall be an *ex-official* member and Joint Secretary of the Committee.

(3) An Administrator appointed under sub-rule (1) shall exercise the powers and perform the functions of the superseded Committee for not more than six months during which period the Committee shall be reconstiuted under these rules.

(4) The constitution of a Committee shall be forwarded to the Board through the Director whose observations thereon shall be considered by the Board before the Board approves of the Committee.

9. **Procedure for election :** (1) The procedure of the election under rules 6 and 7 shall be laid down by the Board.

(2) The date of election of a Committee shall be so fixed that the constitution or reconstitution of the Committee may be completed at least ninety days before the expiry of the term of the existing Committee.

10. **Secretary and quorum :** (1) The Committee shall ordinarily consist of not more than twelve members as specified above, including the President, the Vice-President, if any, and the Secretary of the Committee who shall be elected by the members of the Committee from among themselves. If the Head of the Institution is not elected Secretary, he shall be Joint Secretary. Any elected office-bearer may be removed from office by majority vote.

(2) Fifty percent of the members shall form a quorum.

Explanation — Where the total number of members is an odd number, in determining the number necessary for a quorum under this rule one shall be added to the total number.

11. **Casual vacancy :** Casual vacancies except a vacancy in the office of a teacher-member, shall be filled up by co-option from the original list of voters on the basis of which the Committee was constituted, but the member so co-opted shall represent the interest in respect of which the vacancy occurs. Any causal vacancy in the office of a teacher-member shall be filled by election in the manner laid down in rule 7. If any member of the Committee ceases at any time to fulfil the qualifications in respect of which he was elected or nominated, he shall cease to be a member and a vacancy shall be automatically created which shall be filled by co-option or nomination, as the case

may be, as provided in these rules, except in the case of teachers' representatives who shall be elected in the manner laid down in rule 7. Any member co-opted or nominated or elected to fill a casual vacancy shall hold office for the unexpired portion of the term of the Committee.

12. **Term of Committee :** Subject to the approval of the Committee by the Board the term of the Committee shall be three years from the date on which its constitution or reconstitution is completed by the election of the office-bearers and nomination by the Director or from the date of expiry of the term of the previous Committee whichever is later :

Provided that such term may be extended by the Board for good and sufficient reasons so, however, that the period of extension shall, in no case, exceed one year.

13. **Vacancy caused by absence :** Any member of the Committee absenting himself from four consecutive meetings shall automatically cease to be such member unless the Committee otherwise direct. The vacancy shall be filled up as provided in rule 11.

14. **Audit :** The Director shall annually appoint, from the panel maintained by him, an Auditor who shall examine the accounts of the Institution of the year and submit his report to the Committee, on or before 31st day of March; and two copies of such report shall be forwarded to the Director who shall send one copy to the Board. The Director may call for explanation of the Committee on the irregularities pointed out in the audit report and the Committee shall submit to the Director within six weeks of receipt of the communication its explanation indicating the action taken or proposed to be taken on the irregularities. If explanation is not considered satisfactory, the Director may move the Board for supersession of the Committee.

15. **Finance Sub-Committee :** (1) There shall be in each institution a Finance Sub-Committee of the Committee and the Finance Sub-Committee shall consist of —

(i) Secretary of the Committee, or where the Head of the Institution is the Secretary, the President of the Committee — Chairman.

(ii) Head of the Institution — Secretary.

(iii) A member of the teaching staff elected under rule 7 — Member.

(2) Subject to the general supervision of the Committee, it shall be the duty of the Finance Sub-Committee to (i) prepare budget estimate of the Institution, (ii) consider audit report and auditor's annual report, (iii) check bills, (iv) invite tenders, (v) place work-orders, (vi) scrutinise vouchers and (vii) transact any other business that may be assigned to it by the Committee. All payments exceeding Rs. 100 shall require prior approval of the Finance Sub-Committee except salary of the staff and approved recurring expenditure of the Institution.

16. **Meeting of the Committee :** A meeting of the Committee shall be called by the Secretary at least once in every two months except during the vacation. Not less than seven days' notice for the meeting shall ordinarily be given.

17. **Special meeting :** A special meeting shall be convened by the Secretary within a fortnight when a requisition for such a meeting is made by not less than four members of the Committee. Not les than seven days' notice of such meeting shall be given.

18. **Special meeting convened by requisition :** If the Secretary fails to convene a special meeting, the requisitionists shall refer the matter to the President who shall convene the meeting. In the event of the President failing to convene the meeting within ten days after reference to him, the requisitionists, not beting less than half of the total number of members, shall have power to convene the meeting after giving seven days' notice.

19. **Emergency meeting :** Emergency meetings may be convened by the President, if necessary, with not less than twenty-four hours' notice to consider a matter of emergent nature requiring immediate attention. All resolutions passed at an emergency meeting shall be subject to confirmation or revision at the next ordinary meeting.

20. **Place of meeting :** All meetings shall be held in the premises of the Institution, unless the members of the Committee decide unanimously to the contrary.

21. **Agenda :** The notice of each meeting shall set forth the business to be transacted at the meeting the agenda being drawn up by the Secretary of the Committee in consultation with the Head of the Institution and the President of the Committee and, except with the consent of three-fourths of the members present, no business other than that so stated shall be transacted, provided that no matter involving the appointment or deputation or dismissal or removal of a teacher or other employee shall be taken up unless the matter has been placed on the agenda of the meeting issued with the notice, and evidence or service of such notice maintained and preserved for inspection by any member of the Committee or any person authorised by the Board or the Director or the State Education Department.

22. **President to preside :** The President shall preside at a meeting of the Committee. In the absence of the President, the Vice-President, if there is any, shall preside and in the absence of the President and the Vice-President, the members present shall elect one amongst themselves who shall preside.

23. **Casting Vote :** The President of the meeting shall have a casting vote in addition to his ordinary vote when votes of the members present are eqally divided.

24. **Auditor's Report :** The Auditor's report on the accounts of the Institution shall be taken into consideration at the first ordinary meeting after the report has been received and considered by the Finance Sub-Committee. A copy of the report, along with the observations of the Committee shall, thereafter, be sent to the Board and the Director who may call for additional information or explanation in the matter as laid down in rule 14.

25. **Duties of Secretary and Joint Secretary :** (1) Under direction of the Committee the Secretary shall carry on correspondence with the proper authorities on behalf of the Committee. He shall also keep a record of the proceedings of the meetings of the Committee in a book, maintained for the purpose. The record of each meeting shall be confirmed at the subsequent meeting.

(2) The Joint Secretary shall perform such duties as may be assigned to him by the Commitee and shall perform the duties of the Secretary in the case of continued absence of the Secretary and during casual vacancy caused by death, resignation or removal of the Secretary.

26. **President to convene meeting :** In the temporary absence of the Secretary and

the Joint Secretary, the President may convene a meeting.

27. **Documents :** (1) The Secretary shall be in charge of the invested funds, title-deeds and other legal documents belonging to the Institution. All papers relating to the Institution shall be made available at any time for inspection after due notice by the members of the Committee, or any person authorised by the Board or the Committee or by the Director, Auditor or an officer authorised by the Education Department of the State Government. In all Institutions with pucca buildings all papers, documents and accounts shall be kept in the premises of the Institution.

(2) The accounts of the Institution shall be operated jointly by the Secretary and the Joint Secretary. All bank transactions should be over the joint signatures of both the Secretary and the Joint Secretary. In the event of a vacancy in either office, the President of the Committee and in the absence of the President any other member of the Committee, authorised by the Committee by a resolution, shall operate the bank account on behalf of the incumbent absent.

28. **Powers of the Committee :** (1) In an aided Institution the Committee shall, subject to the approval of the Director, have the power —

(i) to appoint teachers and other employees on permanent basis against permanent vacancies, if availabe, within the sancitioned strength of teachers and other employees, approval for such appointment being thereafter sought for from the Director ordinarily within a fortnight from the date of decision of the Committee ;

(ii) to appoint teachers and other employees on temporary basis against permanent or temporary vacancies, if available within the sanctioned strength of teachers and other employees, approval for such appointment being thereafter sought for from the Director ordinarily within a week from the date of decision of the Committee.

(iii) to extend the services of teachers and other employees beyond the date of superannuation, approval for such extension being thereafter sought for from the Director ordinarily within a week from the date of decision of the Committee.

(2) If in any case coming under clause (i), or clause (ii) or clause (iii) of sub-rule (1) the Director does not approve of the appointment or extension of service, as the case may be, he shall communicate to the Committee the reason for disapproval.

(3) Where the Committee does not recommend extension of services of a teacher or an employee under clause (iii) of sub-rule (1) it shall record specific reasons therefor and the person concerned may make his representation to the Director whose decision in the matter shall be final.

(4) In an unaided Institution the Committee shall, subject to the approval of the Board, have the power —

(i) to appoint teachers and other employees on permanent or temporary basis, approval of such appointment being thereafter sought for from the Board through the Director ordinarily within a fortnight from the date of decision of the Committee;

(ii) to extend the services of teachers and other employees beyond the date of superannuation, approval for such extension being thereafter sought for from the Board ordinarily within a week from the date of decision of the Committee.

(5) If in any case coming under clause (i) or clause (ii) of sub-rule (4) the Board does not approve of the appointment or extension of service, as the case may be, it shall communicate to the Committee the reasons for disapproval.

(6) Where the Committee does not recommend extension of service of a teacher under clause (ii) of sub-rule (4) it shall record specific reasons therefor and the person concerned may make his representation to the Board and the decision of the Board in the matter shall be final.

(7) In all cases of appointment, both permanent and temporary, the Committee shall issue letters of appointment specifying the terms and conditions of such appointment. In the case of a permanent appointment, a teacher or an employee appointed on probation shall be confirmed on the expiry of the period of probation unless an order to the contrary is issued at least six weeks before the date on which confirmation normally falls due. In the case of an appointment on temporary basis against a permanent post the teacher or the employee so appointed shall be confirmed on completion of two years' continuous satisfactory service in the Institution.

(8) Both in aided and unaided Institutions the Committee shall have the power, subject to the prior approval of the Board, to remove or dismiss permanent or temporary teachers and other employees. For this purpose the Committee shall first draw up formal proceedings and issue charge-sheet to the teacher or the employee concerned, and offer him reasonable facilities for defending himself. The teacher or the employee proposed to be proceeded against shall submit his explanation, ordinarily, within a fortnight of the receipt of the charge-sheet. The Committee shall send to the Board all relevant papers including the charge-sheet, explanations submitted by the teacher or the employee concerned and the reasons for which the Committee decides in favour of taking disciplinary action. If the Board considers that there are sufficient grounds for taking disciplinary action the Committee shall issue formal notice calling upon the teacher or the employee concerned to show cause, ordinarily within a fortnight, why he should not be dismissed or removed from service. The Committee shall, then, send again, to the Board all relevant papers including the explanation submitted by the teacher or the employee concerned and the recommendations of the Committee for the action proposed to be taken. So far as the Committee is concerned, the decision of the Board shall be final :

Provided that the Board may delegate to any Committee constituted under section 24 of the Act the powers and functions conferred on the Board by this sub-rule.

(9) In aided and unaided Institutions the Committee shall have the power —

(i) to grant leave other than casual leave which shall be granted by the Head of the Institution and by the Secretary of the Commitee in the case of the Head of the Institution, increments in pay to teachers and other employees in accordance with the procedure laid down from time to time or where in aided schools the grant of increments is regulated by Grants-in-aid rules, in accordance with such rules :

(ii) to grant free or half-free studentship to students in accordance with the procedure laid down from time to time, but ordinarily with the consent of the Head of the Institution;

(iii) to manage funds of the Institution;

(iv) to frame annual report;

(v) to deal with all schemes of development of the Institution and such other matters;

(vi) to allocate the total period of holidays in a year, but special holiday for a day or a portion thereof on account of death of any prominent person or for any special occasion concerning the Institution may be granted by the Secretary or the Head of the Institution at his discretion;

(vii) to grant deputation of teachers, where such deputation is in the interest of the Institution provided that a teacher affected by the decision of the Committee may make his representation to the Director;

(viii) to deal with other matters that are brought to the Committee in the interest of the Institution.

29. **Staff Council :** The Committee of each Institution shall constitute a Staff Council composed of teachers, librarians, and clerks with the Head of the Institution as its President. The Secretary of the Council shall be elected from amongst the members. The Council may discuss all matters of academic interest and other problems relating to the development of the Institution and may recommend to the Committee the measures for improvement of the Institution. The Committee shall record the action taken on the recommendations indicating reasons for non-implementation, if there is any.

30. **Academic Council :** The Committee of each Institution shall constitute an Academic Council composed of the Head of the Institution, Assistant Headmaster or Assistant Headmistress, as the case may be, and not more than three members elected from amongst the members of the teaching staff. In the case of a mutipurpose school having more than one stream, each stream may elect not more than one member. The Council may discuss matters connected with (i) admission, (ii) promotion, (iii) selection of text books, (iv) time-table of school hours and (v) measures relating to the improvement of teaching and co-curricular activities. The Head of the Institution shall, ordinarily, be guided by the advice of the Council in matters specified above. But the Head of the Institution may, for reasons to be recorded in writing, overrule the advice of the Council, in which case any member of the council, who may be in disagreement with the decision taken by the Head of the Institution, may refer the matter to the Committee whose decision thereon shall be final.

31. **Committee to be constituted within six months :** Every Institution shall constitute its Committee in accordance with these rules within six months from the date of publication of these rules in the *Calcutta Gazette*.

Comment : Rules for Management of Recognised Non-Government Institution (Aided & Unaided) 1969 have been revised from time to time and the Rules as they are, no longer would serve the purpose of the school except for consultation and reference, if and when they are required, particularly in connection with the amendment of Management Rules of 1981. — Editor.

32. **Rules not to apply to certain Institutions :** Nothing in these rules shall apply to the Institutions maintained and managed by the State Government, the Union Government or the Railway Board or to the school managed under the provisions of the St. Thomas' School Act, 1923 (Bengal Act XII of 1923).

33. **Power of the State Government to *frame further rules for certain Institutions* :** Nothing in these rules shall affect the power of the State Government to frame, on the application of any Institution or class of Institutions, to which the provisions of article 26 or article 30 of the Constitution of India may apply, further or other rules for the composition, powers, functions of the Managing Committee or Committees of such Institution or class of Institutions.

By order of the Governor,
J. C. SENGUPTA
Secy. to the Govt. of West Bengal

WEST BENGAL BOARD OF SECONDARY EDUCATION

Circular No. 20/69(M.C.) Dated 27.8.69

To : The Heads of all Recognised Secondary Schools,
[including Higher Secondary (Class XI) Schools,
Higher (Class XI) Madrasahs, High Schools,
Jr. High Schools & Senior Basic Schools.]

Sub : Constitution and Reconstitution of the Managing Committees of the Institutions according to the new Rules published in the State Government Notification No. 1598-Edn.(S), dated 15th July, 1969.*

The undersigned is directed to enclose herewith a copy of the State Government Notifcation No. 1598-Edn. (S), dated 15th July, 1969 publishing the Rules for Management of Recognised Non-Government Institutions (Aided and Unaided), 1969 along with the Procedure drawn up by the Board under the provision of Rule 9 of the Rules. In terms of Rule 31, every Institution shall constitute its committee in accordance with these Rules within six months from the date of publication of these Rules in the Calcutta Gazette (i.e. from 15th July, 1969). The Heads of all Recognised Secondary Non-Government Institutions (Aided and Unaided) are, therefore, required to take necessary steps according to the following directions :—

(1) The Managing Committees of the schools which have been constituted or

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* **Comment**: Recognised High, Higher Secondary (integrated) and Jr. High Schools in West Bengal seeking constitution or reconstitution of the Managing Committee need no longer to follow the rules under Notification No. 1598-Edn(S) of 15th July, 1969 of West Bengal Board of Secondary Education, since the Management Rules under above reference have been amended as such, vide West Bengal Board's Notification No. S/94 of February 28, 1981 which has been incorporated in the following Pages.

The importance of the Management Rules of 1969 may be felt in connection with the necessity of any comparitive study between two Management Rules as well as for any reference in the Law Court. — Editor.

reconstituted according to the old Rules shall have to be reconstituted according to these new Rules and to the Procedure enclosed positively by the 15th January, 1970.

(2) The schools administration of which have been placed under the control of Administrators or Ad-hoc Committees appointed by the Board on or before 15th July, 1969 or at a subsequent date shall also take steps for reconstitution of the Managing Committees strictly according to the new Ruels and Procedure enclosed positively by the 15th January, 1970.

(3) The schools which have been enjoying Special Constitutions for their management with the approval of the University of Calcutta and/or of the Board shall forward the cases of special constitutions along with the supported documents like Trust Deeds or other legal documents within *seven days* from the date of receipt of this circular for review of the Board afresh as is required under Rule 8(2) of the Rules so that the reconstitution of the committees of such schools may be effected within the scheduled date according to the new Rules.

(4) The schools desiring to have Special Constitutions for their management shall make out cases for such special constitutions along with supporting documents like Trust Deeds or other legal documents relating to the founding or establishment of the Institution and submit the same to the Board for consideration within 7 (seven) days from the date of receipt of this circular.

(5) The schools newly recognised by the Board shall also take steps for constituting their Managing Committees strictly according to the new Rules positively by the 15th of January, 1970.*

N. Sinha
Secretary.

WEST BENGAL BOARD OF SECONDARY EDUCATION

Calcutta 16

A.C.Biswas *Phone 24 8594*
Secretary *D.O No S/393*
June 30, 1977

Dear Shri Sinha

Kindly refer to your letter NO XV dt./29.6.77

I have looked into the relevant Rules and also discussed the matter with D.D.P.I (SE) who agrees with me that there is nothing in the Management of Recognised Non-Government Institutions (Aided &Unaided) Rules ,1969, as amended to debar the Headmaster from exercising his vote in the elections of teachers to the Managing Committee as he is also a Member of the teaching staff as defined in the explanation below Rule 7.

Yours sincerely
Sd/- Illegible

WEST BENGAL BOARD OF SECONDARY EDUCATION

77/2 Park Street, Calcutta -16

No. 5360/G Date, 20.7.77

To

The Headmaster,
Tiljala Brajanath Vidyapith,
129/1, Picnic Garden Road,
Calcutta- 39

Sub: *Participation in the election of Teachers Representatives of the suspended teachers,* of your school.*

Dear Sir,

I am directed to state that the suspended teachers,* Sri Sridhar Patra, Sri Prabir Mitra and Sri Ganapati Sur will have the right to vote in the election of Teachers' Representatives.

Yours faithfully,
A.Gupta
for secretary

Note : In the Explanatory Note under Rule 7 of the Management Rules of 1969—"Member of the teaching staff" means a whole-time member of the teaching staff holding a permanent post including a probationer, who has completed at least four months' continuous service.

In the "Explanation coloumn of Rule 6A under Management Rules amended in 1981", the same thing stated above has been incorporated.

Accordingly the Head of the Institution is a teacher first and head of the instituion next. —Editor

WEST BENGAL BOARD OF SECONDARY EDUCATION

77/2, Park Street, Calcutta-16

No. 5426/G Date 21.7.1977

From :

The Secretary W.B.Board of Secondary Education

To

The Headmaster,
Tiljala Brajanath Vidyapith,
129/1, Picnic Garden Road,
Calcutta-39

Sub : ****Participation in the election of Teachers' Representatives of the suspended teachers of your school.***

Dear Sir,

I am directed to request you to treat the letter No. 5360/G dated 20.7.77 as cancelled .

You are further requested to note that the suspended teachers* will have the right to vote in election of teachers' representatives .

The teachers concerned may be informed accordingly.

Yours faithfully,
A. Gupta
for secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION

77/2, Park Street, Calcutta -16

From : The Secretary,
West Bengal Board of
Secondary Education.

No. 11246/G
G/Misc /20 Park-1
Date 17.11.79

To : The District Inspector of Schools,
(Secondary Education), Nadia
P.O.Krishnanagar
Dist Nadia.

Sub : Clarification in the Rule No 7 in the procedure for holding election of Members for the purpose of constituting or reconstituting the Managing Committee of the Secondary Schools under the Management Rules of the Recognised Non-Govt. Institutions (aided and unaided) 1969, as amended.

Ref : His Memo No. 2028/S.E. dated 4.9.79.

In reply to the clarification as desired in his letter under reference, the undersigned is directed to inform him the following :—

Comment : Teachers under suspension are allowed to participate in the election of Teachers' representatives. Simmilarly they may also contest the election for Teachers' representatives,because 'suspension' is not necessarily cessation . —Editor.

*(1) The word 'All the dues' mean Tution fees, Development fees, Session charges, Library fees, Game fees or any other admissible fees of the school . Hence the guarrdian of a student of a school in oreder to be eligible as a voter is required to pay 'all the dues' of his/her ward or wards .

(2) A guardian of a student of a school whose tution fees are paid by the Refugee Rehabilitation Department or by the State Government should not be treated as defaulters but he or she is also required to pay 'all other dues' in respect of their ward or wards in order to be eligible as voter .

Sd/ **P.Mazumdar**
for Secretary.

WEST BENGAL BOARD OF SECONDARY EDUCATION

77/2,Park Street, Calcutta- 16

No. 12204/G / G/Misc/20 (Part- 1) Dated 15.12.1979

To

The Secretary,
Bajkul Balai Vidyapith
P.O. Kismat Bajkul ,Dist .Midnapore.

Sub :Clarification of Management Rules .

Ref :His letter dated 6.11.1979 & 6.12.1979.

Persuant to an order of the Administrator of the Board the undersigned is directed to state the following.

The membership of the Deputed teacher on the Managing Committee of the school will be retained.

The teachers (wholetime) appointed in the sanctioned additional posts of a school and subsequently absorbed on sustantive basis* under the order of the competent authority concerned are eligible for contesting in the election of the Teachers'Representatives of the Managing Committee of the school.

Sd/-**P.Mazumdar**
for Secretary 14.12.79.

WEST BENGAL BOARD OF SECONDARY EDUCATION

77/2 Park Street, Calcutta -16

*Rules for Management of Recognised Non-Government Institutions (Aided and

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Comment : *The clarification given above under Rule No.7 in the procedure of holding election no longer holds good, since Rule No.7 of the Management Rules of the recognised Non-Governmenl Institutions(aided and unaided) has been omitted after amendment in 1981. Hence guardians are not required to clear 'all the dues' to have their names registered as guardian- voters.- Editor.

Comment : *Teachers and non-teaching staff appointed on substantive or permanent basis or against sanctioned posts are eligible to participate in the election of their representatives having at least four months'service to their credit.

Unaided) 1969, as per Government Notification No.1598-Edn(S) dated 15th July, 1969, published in the Extraordinary issue of the Calcutta Gazette dated July 15,1969, including the amendments made thereto in State Government Notification No. 41-Edn(S)/8B-12/72 dated 8th January ,1974 published in the Extraordinary issue of the Calcutta Gazette dated 11th January 1974,Government Notification No .1541- Edn(S) dated December 15,1977 and Government Notification No .2675-Edn(S) dated December 19,1978 and ammendments made under State Government's Notification No. 855-Edn(S) dated December 23,1980 and published in the Extraordinary issue of the Calcutta Gazette dated January 5,1981 and Notification No.640-Edn(S) dated June 24,1981 published in the Extraordinary issue of the Calcutta Gazette dated June 26.1981.

1. Short Title — These rules may be called the Management of Recognised Non -Government Institutions (Aided and Unaided) Rules, 1969.

2. Definitions — In these rules unless there is anything repugnant to the context

(a) " the act means the West Bengal Board of Secondary Education Act, 1963 (West Bengal Act V of 1963), as amended ;

(b) "Institution means an institution as defined in clause (c) of Section 2 of the Act and recognized under the Act or within the meaning of the West Bengal Secondary Education Act, 1950 (West Bengal Act XXXVII of 1950);

(c) "Committee" means Managing Committee as defined in clause (d) of Section 2 of the Act;

(d) the expression "Board" and "Head of Institution " shall have the same meaning as the Act ;

(e) "Director " means the Director of Secondary Education, West Bengal;

(f) "Non Government" in relation to an Institution means an Institution which is not maintained or managed by the State Government, the Union Government or the Railway Board ;

Note : Authorities of some Institutions have been found to insert the word 'on a temporary basis' in the letter of appointment even in the case of appointment of staff on substantive basis, perhaps,in order to keep the staff under threat of losing the job,if their improvements are not found satisfactory .This is in contrary to the principle of sanctioning of substantive posts or appointment. —Editor.

* Rules of Management have been revised from time to time,since

1969 and the rulesso revised,vide Notification No.640-Edn(s) dt. June 24, 1981 are to be followed as to reconstitution of the Managing Committee of the non-Govt. Secondary and Higher Secondary Institutions (Aided &Ubaided). However the Rules for Management of the Non-Govt.Institutions be known as Rules 1969 (revised).

The West Bengal Board of Secondary Education Act of 1963 has provided the Govt.of West the authority to make rules or amend (vide,Section 45(2)d -'the composition, polwers and functions of the Managing Committee of Institutions"

Subsequent ammendment under circular. $\frac{777-\text{Edn.(s)}}{8\text{B}-3/83}$ dt.9th Aug.1984 should be followed.

Following clarifications of 'Rule 2(Definitions') are made in order to clear the expressions of the items :—

(g) "Sponsored Institution " means an Institution which is declared as such by the State Government by a Notification published in the Official Gazette ;

Provided that an Institution shall not be declared as a sponsored institution unless it is —

(i) established by the State Government with or without aid or co-operation from others, or

(ii) taken over by the State Government with the consent of the majority of persons for the time being in charge of its management for its being maintained by the State Government inso far as its financial deficit is concerned, completely by grant-in-aid.

*3. **Committee**— Every recognised Non-Government Institution shall have a Committee to be constituted in the manner for the purposes hereinafter appearing.

Note: Higher Secondary Classes, namely, Classes XI and XII recognised by the West Bengal Council of Higher Secondary Education shall be treated as an integral part of the Institution under one and the same Committee and shall be governed by the rules prescribed hereunder.

→ (1) **Institutions** means Secondary Schools (Jr.High, High and integrated classes of XI & XII). State Govt. Institutions,Sponsored Institutions,Institutions managed by the Union Govt.or the Rly.Board or such other institutions under the provisions of Rule 32 of the Management Rules are excluded from the term of the Definition.

Higher Secondary Institutions (only classes XI & XII) are recognised by the W.B.Council of H.S.Education and as such,and they do not come within the definition of the term.

(2) **Head of the Institution** : The term 'Head of the Institution ' has not been quite clearly defined in the Rules.'Head of the Institution'means head of the teaching staff of the Institution 'by whatever name he or she may be designated'. From this it naturally follows that 'Headmaster', 'Headmistress' and 'Teacher in charge' may be called the Head of the Institution.'Principal' or 'Rector' has not been accepted as the term of expression in the Act or Rules.

(3) The term'**Director**' was formerly recognised as Director of Public Instruction and it has now been replaced by Director of Secondary Education against column '(c)'under revised rules of 1981.

(4) Two Columns—(f) &(g) have been added in order to clarify (i) 'Non-Govt.Institution' &(ii) 'Sponsored Institution'. —Editor.

Comment : *3. '**Committee**' means Managing Committee. In absence of Managing Committee 'Administrator and Adhoc Committee appointed by the Board may continue the function of the Managing Committee .When the life-time of the Managing Committee is over, it defuncts and any action of the defunct M.C. is bound to be invalid. The term of the Managing Committee is for three years but its term may be extended by the Board for not more than six months or one year at a time. Members of the M.C. as a body have the right to manage the affairs of the school, but not as an individual. The Managing Committee duly constituted or reconstituted under rules may start functioning, but unless and until the M.C. is approved by the Board, its status remains incomplete and its subject to interrogation, in the eye of law.

Is Managing Committee a Statuary body? The decision of the Cal. High Court are in this respect, contradictory to each other. Justice Mr. P.K.Banerjee observed that the Managing Commitee of a High School is not a statuary body and as such, the Writ does not lie against the Managing Committee .Whereas Justice Mr.D.Basu of the Cal. High Court observed, "the petitioner's prefering an appeal to the Appeal Committee would not bar the jurisdiction of the court........a written resolution passed by the managing Committee of the school which was the statutory authority to discharge the teacher'.

4. Register of voters —

(1) A register of eligible voters for the constitution of the Committee shall be prepared by the Head of the Institution in consultation with the members of the existing Committee, if there is any, in a meeting to be convened by the Head of the Institution for the purpose, with seven clear days'notice to be served by registered post with acknowledgement due and shall, after such consultation, be revised annually. The register shall be provisionally closed on the 15th day of March every year. It shall be open to public inspection for at least one month from that date and shall be finally closed on the last day of April every year with such revision as may be made by the Head of the Institution in consultation with the members of the committee. In case there be any dispute between the Head of the Institution and the majority of the members of the Committee the matter shall be referred to the District Inspector /Inspectress of Schools concerned and his /her decision in the matter shall be final.

(2) In the year in which an election for the constitution or reconstitution of the Committee falls due, such register of eligible voters shall be provisionally closed, and the electoral rolls published simultaneously on the notice-board of the institution at least one month before the date of the election. The register of eligible voters shall be finally closed at least fifteen days before the date of the election with such revision as may be made by the Head of the Institution in consultation with the members of the Committee. In case of dispute between the Head of the Institution and the majority of the members of the Committee, the procedure laid down in sub-rule (1) shall be followed .

(2a) The programme in detail for the purpose of holding election for constitution or reconstitution of the Committee shall be prepared by the Head of the Institution and got approved by the Committee* *at least thirty days prior to the date of publication of the provisional voters' list*. The election programme and the provisional voters' list shall be got approved by the Committee in the meeting to be convened by the Head of the Institution for the porpose.

(2b) In case the Head of the Insttitution* *fails or neglects* to convene the meeting for the purpose of approving the election programme in detail for holding election for reconstitution of the Committee or to conduct election as per approved election programme, the Secretary, with the approval of the Committee, shall

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**4. Who is to prepare the Register of Voters? The Head of the Institution who is the person-in-charge of the Institution shall prepare the register of eligible voters for constitution or reconstitution in consultation with the existing M.C./Adhoc Committee/Administrator. What is meant by 'in consultation'? 'In consultation' means discussion and decission in the Managing Committee level. The Head of the Institute should seek approval of the M.C. before and after the preparation of the Voters' List. However, consultation before is not absolutely nessary,as because, he/she is entitled to start work under instruction of the Board .The Head of the Institution should not proceed with the election programme in absence of any valid Committee or Administrator. Alternative arrangement regarding conduct of constitution or reconstitution may be entrusted to the Asstt.Headmaster/Asst.teacher with the permission of the D.I. of Schools (S.E). But in that case, the Head of the Institution may have to face the situtation under Rules 4(26).

Comment : * Can the Secretary or Administrator evade his responsibility in taking up the task of reconstitution if and when the Head of the Institution fails to discharge his/her responsibility? The answer is 'no'.The Board may take appropriate action if it deems fit and proper. →

forthwith report the matter to the District Inspector of Schools concerned . The District Inspector of Schools may, after due consideration, entrust all workers pertaining to the election of the Committee, including the preparation of voters' list, duties of Scrutiny Officers, or appointment of Election Officers, etc, to the Assistant Head Master/ Assistant Head Mistress or, if there be no AssistantHead Master/ Assistant Head Mistress to the seniormost approved Assistant Teacher of the Institution, and in that event, action may be taken against the Head of the Institution by the Committee in terms of Clause (vii-a) of sub-rule (9) of Rule 28 :

Provided that where the Head of the Institution fails to get the election programme and /or the voters' list approved by the Committee in time due to the lack of quorum or for other reasons beyond his/her control, the election programme and the voters' list may be got approved by the District Inspector of Schools, concerned. The District Inspector of Schools, before approving the election programme, shall satisfy himself about the correct position of the case.

(2c) In the event of case referred to in sub-rule (2b),the Board shall have the power to appoint a Scrutiny Officer, and/or Election Officer if necessary, to perform the work relating to the election for reconstitution of the Committee at all stages and shall give such direction, as may be necessary, for the holding of election for constitution or reconstitution of the Committee of the Secondary Schools .

(3) After the election has been completed the register shall be reopened for making fresh entries.

5. Particulars in the register of voters— The Register of *eligible voters* shall contain the names of (i) all guardians whose names are entered as such in the Admission Register ; (ii) founders of the Institution who have been recognised as such from the inspection of the Institution.

Explanation—For the purpose of this rule,-

(1) *An emloyee of the Institution* who is also a guardian, or founder shall be entitled to have his name registered as a guardian or as a founder, as the case may be but shall not be eligible to stand for election to any of the categories under the provision of Rule 6, although he/ she shall have the right to vote as a guardian or *founder*, as the case may be ;

→ Previously there was a provision to have the election programme got approved by the M.C. at least 30 days prior to the date of publication of provisional voters' list. But' thirty days' have been omitted vide Govt.notification No.114-Edn(s)dt. 3rd March,1982.

*In (2b) *'fail or neglect'—'fail' does not imply blame and punishment thereby, whereas 'neglect' connotes overlook, disregard or omission. The word implies his/her intentional attitude, so it is a punishable offence as per provision of clause (VIIa) of sub-rule 9 of Rule 28.* —*Editor*.

Comment : *'Scrutiny Officer'* generally signifies the Head of the Institution and in case of his failure,the District Inspector of Schools (SE) may entrust the responsibility to Asst. H.M. or Asst. teacher, as the case may be.

'Election Officer' means a person of worth and capability to be determined by the Head of the Institution by making a panel of three persons who shall not be related to any one of the institution. The panel of election officers has to be got approved by the M.C. / Ad-hoc Committee /Administrator as the case may be. The task of the election officer is to conduct the election and declare the results and submit a report to that effect. In case of absence of the election officer at the time of election, the Head of the Institution is entitled to conduct the election as a special case.

(2) A person enlisted as an eligible voter in more than one category under the rules, shall not be eligible to exercise more than one vote.

Note :

(a) The term "*guardian " means father or mother, or in the absence of both by death or disappearance, one of the following relations in the order stated, namely, grandfather, grandmother, brother, sister, paternal uncle and maternal uncle . In the absence of such relations, any other relation with whom the ward is actually residing shall be the guardian . But no one shall be the guardian if he/she is below 21 years of age and whose name does not occur in the Admission Register.

(b) The term 'founder'means a person who has been recognised as such by the First Committee of the Institution constituted according to rules after recognition by the appropriate authority, and his/her name has occured as a founder in the voter' list for constitution and for successive reconstitution, if any, of the Committee since its inception and on the death of the founder, his/her son or other heir shall not be entitled to be treated as a founder unless his/her right to be so treated has been recognised in any registered deed executed by the founder and accepted by the First Committee as aforesaid and approved by the University of Calcutta or the West Bengal Board of Secondary Education. In case of any dispute, the matter shall be refered to the Board whose decision thereon shall be final.

6. Composition of the Committee of an Institution other than that sponserod by the State Government :

The Committee shall consist of the following members :-

(i) One founder to be chosen in the manner provided in Rule 6A ;

(ii) One Life Member, if any, to be selected or nominated in the manner laid down in Rule 6A ;

'Eligible Voters' — The Register of eligible voters shall contain the names of (i) bonafide guardians entered as such, in the Admission Register, (ii) name or names of founders of the Institution accepted as such in the first meeting of the Managing Committee and recognised as such, by the Dist. Inspector of Schools (S.E). But founders have not been given right to participate in the election.

******'An employee of the Institution'* means a teacher or a non-teaching staff who may contest the election for his/her own category only.

'Founder' : "After clause I, of Rule 5 after subsequent amendment dt. 9th August, 1984 following clause (II) shall be inserted : the Head of the newly recognised institution shall, prior to the election of office bearers, convene a meeting of the elected, nominated and ex-officio members and life member to consider the name of the *founder* ...". But in the case of reconstitution of an old institution, this amendment is not applicable. — Editor.

Comment : * *'Guardians'* means father or mother i.e. either father or mother and in absence of both by death or disappearence in the order stated above. Any person nominated by father or mother to act as legal guardian of any ward is not acceptable under rules. Even the husband of the married daughter cannot be accepted as 'guardian' on the Admission Register. A malafide guardian means any person who has been treated as guardian by the Head of the Institution due to his/her ignorance or inadvertence an as such, recorded in the Admission Register in contradiction to the contents of the Note : (a) of 5(z). ➔

(iii) four guardians in the case of institutions having classes XI and XII recognized by the West Bengal Council of Higher Secondary Education and/or X-Class High Schools and two guardians in the case of Junior High Schools, to be elected or nominated, as the case may be, in the manner laid down in sub-rule (2) of Rule 6A ;

*(iv) one person interested in education (to be co-opted) in the manner laid down in clause (i) of sub-rule (3) of Rule 6A :

Provided that in the case of an institution located within the jurisdiction of a **Panchayet**, one person interested in education shall be the nominee of the **Local Panchayet Samity.**

(v) three teaching staff except the Head of an Institution and one non-teaching staff in the case of an institution with Higher Secondary Classes (XI and XII) recognised by the West Bengal Council of Higher Secondary Education and/ or a X-Class High School and two members from among the teaching and non-teaching staff in the case of a junior High School, to be elected in the manner prescribed in Clause (i) of sub-rule (4) of Rule 6A ;

(vi) one member of the Committee shall be nominated by the Director or by an officer authorised by him in this behalf ;

(vii) Head of the Institution *(ex-officio)*

→ Can any person declared as 'guardian' of a ward by an affidavit in the Court be treated as a legal guardian of a student for the purpose of being enlisted as Guardians ? It is difficult to answer as some legal problems are involved. The matter is either to be referred to the Dist. Inspector or Schools / W. B. Board of Sec. Education or Higher Court of Law for clarification or decision.

Is it obligatory for a guardian to clear *'all the dues'* of his/her ward in order to enlist his/her name as guardian on the Voters' List ? Ans : In the memo No. 11246/G dt. 17.11.79 of the Secretary of W. B. Board of Sec. Edn. it was instructed toa apy all the dues in order to be eligible as a voter. It was directed in reference to clarification of the Procedure Rules No. 7 of the Management Ruels of 1969. But since Rule No. 7 has been omitted from the amended rules of 1981, the question of clearing all the dues in order to enlist guardian's name does not arise. — Editor.

'Founder' : Follow amendmented Rules dt. 9th August, 1984.

Comment : * In the revised rules for the Management of Non-Govt. Institutions of 1981, the provision of a membership for a *person-interested in education* only has been maintained. But preparation of a Voters' List of persons interested in education by the Head of the Institution is no longer necessary. At present, for the institutions under Municipal area, one person is to be co-opted by other members in a sitting for co-option and in the Panchayet area the Panchayet Committee will nominate a person for representation as P. I. member. Under the present rules amended as such, (i) qualifications, residence etc., of a person to be coopted have not been given any consideration. The Head of the Institution has not been provided any authority to prepare a list of competent persons, from whom a suitable person may be selected for co-option. The scope under present rules has been given to majority section of the Managing Committee to pick up a man or woman of their own choice perhaps, so as to maintain their majority strength (?) on the Managing Committee.

Panchayet Committee cannot nominate the teacher of the same school as a P. I. member on the same Managing Committee (Vide Memo No. 8783/G dt. 4.9.82 of the Secretary of the W. B. Board of Secondary Education.

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6A. Manner of formation of Committee -

(1) Persons whose names are entered in the register of eligible persons as *founders* shall be the member of the Committe, one at a time by rotation, according to the procedure to be determined by the Director or by an officer authorised by him in this behalf :

(i) If a person has paid not less than Rs.20,000/- or its equivalent to the Institution, he shall be a Life-member of the Committee during his life-time or shall have the right of nominating a person as a member on the Committee . But a person who has donated Rs.10,000/- or more in cash or kind immediately preceding the date of issue of Notification No. 855-Edn(S), dated the 23rd December,1980, shall, however, continue as a Life-member of the Committee :

Provided that when there are more than one Life-member and the Life-member selected by rotation by the Director or by an officer authorised by him in this behalf, declines to serve on the Committee, the Director or the officer authorised by him in this behalf may select any other Life-member from the pannel, who is willing to serve on the Committee :

(ii) a person nominated by the Life-member shall cease to be a member of the Committee on the death of the Life-member ;

(iii) In case of any dispute, the matter shall be refered to the Board whose decision in the matter shall be final.

(2) Persons whose names are entered in the register of eligible voters as guardians shall elect from among themselves to the Committee, four members in the case of Schools with Higher Secondary Classes (Classes XI and XII) recognised by the West Bengal Council of Higher Secondary Education and/ or X-Class High Schools and two members in the case of Junior High Schools :

Provided that in the case of a Girls' Institution, one of the seats for guardians, where there is one or more female guardians, shall be reserved for a woman and if no female guardian is elected, the seat shall be filled up by nomination from among the female guardians included in the voters' list in the category of guardians by the District Inspector of Schools concerned.

(3) (i) One person interested in education shall be co-opted in the meeting convened for the purpose of co-option by the elected,nominated, and *ex-officio*-mem-

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'Founder' means person or persons recognised as such, by the Education Department. Their right to vote for any category or to contest the election from Founder's category has not been admitted except selection of one ... to be determined by the Director or by his agent. He is to be 'chosen' and not elected. — Editor.

Comment : *'Founders'* and *'life-members'* if there are any, in a school, will have their right to be nominated on the Managing Committee by the Dist. Inspector of schools (S. E) as per instruction given under rule 6A.

'Panchayet Committee' can nominate a person who may not necessarily be a member of the Panchayet Committee. He may be an outsider, but within the jurisdiction of the Panchayet. But the nomination of a member of staff of the same school on the M. C. of the same school by the Panchayet Samity is not permissible, Vide Certicular No. $\frac{\text{46–Edn(s)}}{\text{7e–62183}}$ dt. 24th January, 1984.

bers and the Life-member, if any, of the newly constituted Committee provided that the person concerned expresses his/her consent before such co-option in writing to the Head of the Institution for serving on the Committee as co-opted member. Such co-opted member shall enjoy all the rights of a duly-elected member of the Committee and shall be eligible for election as office-bearer :

Provided that in the case of an Institution situated within the jurisdiction of a **Panchayet**, a person interested in education shall be nominated by the **Local Panchayet Samity.**

(4) (i) *The members of the teaching and the non-teaching staff of an Institution shall elect jointly three members from among the teaching staff (excep tthe Head of an Institution) and one member from among the non-teaching staff to the Committee, if it is an Institution with Higher Secondary Classes (XI and XII) recognised by the West Bengal Council of Higher Secondary Education and/ or a X-Class High School, and those of Junior High School shall elect jointly two members from among the teaching and the non-teaching staff to the Committee .

Explanation :

Members of the teaching and the non-teaching staff mean whole time members of the teaching and the non-teaching staff holding permanent posts, including *probationers** who have completed at least four months' continuous service on the date of election, provided that the posts against which they are appointed are within the sanctioned strength approved by the Director/Board .

(ii) Immediately after the election, the same electorate shall elect to the Finance Sub-Committee one member from among the members elected to the committee under clause (i) of sub-rule (4).

Rule 7 Omitted.

***8. Power of Board to Approve and Supersede Committee -**

(1) The constitution of a Committee shall be *subject to the approval* of the Board and the Board shall have the power to supersede a Committee that has, in its opinion, not been functioning properly and to appoint an Administrator or an Ad-hoc Committee to exercise the powers and perform the functions of the Committee ;

Provided that before superseding a Committee under this rule the Board shall have due regard to the report of the Director and shall afford a reasonable opportunity to the Committee to present its case before the Board.

(2) An Administrator or an Ad-hoc Committee appointed under sub- rule (1) shall exercise the powers and perform the functions of the superseded Committee ordinarily for one year and the Board may, by order, extend, in special circumstances, the term of the office of the Administrator or the Ad-hoc Committe, as the

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* (4) (i) The Headmaster is a separate entity to represent as Head of the Institution as an ex-officio member on the M. C. But since he/she is a teacher first, he/she has the right to participate in the election of teachers' and non- teaching representatives on the Managing Committe of the School (Vide D.O. No. S/393 dt. June 30, 1977 of the Secretary, W. B. Board of Secondary Education).

A member of the teaching and non-teaching staff who is on long leave or deputation, is eligible to cast his vote or seek election, provided his leave or deputation is approved by proper authorities (Vide letter of the Secretary W. B. Board of Secondary Education, dated 8.7.82) —Editor.

case may be, by a further period not exceeding six months at a time and also by order, further extend the period so, however, that the total period shall *not exceed two years* and the Administrator or the Ad-hoc Committee as the case may be, shall constitute the Committee under these rules within the period specified.

(3) Notwithstanding anything contained in these rules, the Board shall have the power to approve, on the application of any Institution or class of Institutions,* of the special constitution of a Committee in favour of such Institution or class of Institutions and in approving the special constitution of a Committee, the Board shall pay due regard to the recommendations of the Director, if any. While granting special constitution in favour of an Institution or a class of Institution, the Board shall ensure that representation of the members of the teaching and the non-teaching staff,guardians and the member nominated by the Director or an officer authorised by him in this behalf, is made according to clause (iii), clause (v) and clause (vi) of Rule 6 :

Provided that if the Board is of pinion that a school enjoying special constitution has not been functioning properly, the Board may, after paying due regard to the recommendations of the Director, if any, amend or withdraw such special constitution of a Committe and in that event, the Board may, by order, appoint an Administrator or an Ad-hoc Committee, as in the case may be, to exercise the powers and perform the functions of the Committee for such period as may be specified in the order.

(4) The constitution of a Committee shall be forwarded to the Board through the Director whose observation thereon shall be considered by the Board before the Board approves of the Committee .

9. Procedure for election :

(1) The procedure of the election under Rules 6 and 6A shall be laid down by the Board .

(2). The date of election of a Committee for the purpose of its reconstitution shall be fixed at least 60 (sixty) days before the expiry of the term of the existing Committee.*

Comment : * *'Probationer'* means a teacher or a non-teaching staff including the head of the Institution, who is to undergo a probationary period for one year / two years as the case may be. 'Probationary period' means the 'trial period'. Probation does not include appointment on a temporary basis.

* After completion of formation of the Managing Committee by election of offic bearers according to procedure under 6A, the Managing Committee may immediately start functioning subject to the approval of the Board.

'Subject to approval' means pending approval. The Board may not grant approval to the committee, if it is found that all the procedures of constitution or reconstitution have not been followed and in that case, the Board may afford a reasonable opportunity to the Managing Committee for its defence.

The term of an Administrator/an Ad-hoc Committee is normally upto years, but its term may be extended by the Court's order / *Executive Committee* of the Board (as per amendment No. 777–Edn.(s) / 8B–3/ 83 dt. 9th August, 1984. — Editor.

(3) The member referred to in clause (vi) of Rule 6 shall ordinarily be placed by the Director or by an officer authorised by him in this behalf within thirty days of the date of election of members from different categories. The Head of the Institution shall, in case of default on the part of the Director or an officer authorised by him, inform the Board of the matter immediately after the expiry of the period referred to above and, in that event, the Board shall take such action in consultation with Director as it deems fit.

10. Office-bearrers of Committee and quorum ;

(1) The Committee shall ordinarily consist of not more than thirteen members* as specified in Rule 6 including the President, the Vice-President and the Secretary who shall be elected by the members of the Committee from among themselves :

Provided that no member of the teaching staff and of the non-teaching staff shall be eligible for election to the office of the President or the Vice-President of the Committe ;*

Provided further that only the Head of the Institution from among the teaching and the non-teaching staff shall be eligible for election to the office of the Secretary of the Committee ;

Provided also that if the Head of the Institution is not elected as Secretary of the Committee, he shall be Joint Secretary of the Committee.

(2) Any elected office-bearer may be removed from office where such removal is in the interest of the Institution by majority votes .

(3) Fifty percent of the members of the Committee shall form a quorum for a meeting of the Committee.

Explanation—When the total number of members is an odd number, in determining the number necessary for a quorum† under this rule one shall be added to the total number.

11. Casual vacancy—

Casual vacancies, except a vacancy in the office of a teacher and non-teaching member, shall be filled up by co-option from the original list of voters on the basis

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Comment : ***'Special Constitution'*** means some special provisions regarding representation on the Managing Committee. It is found that old institutions had accepted membership of Donors, Life members and Founders etc., on different terms and as such, their right to representation was admitted by the Calcutta University/Board of Secondary Education and even by the High Court. Naturally, this comes within the provision of Fundamental right. In the amendment of Management Rules of 1969, and subsequently in 1981 this fundamental right has been admitted and as such, the Head of the Institution will be required to approach the Board for necessary permission at least six months ahead of reconstitution (vide circular No. S/M.C.—386/81 dt. 7th July, 1981 of the Board of Secondary Education).

* If reconstitution is not completed by election of office-bearers within 60 days before the expiry of the existing term, the Head of the Institutions should write to the Board through the Dist. Inspector of Schools for his immediate intervention so as to end the administration's dead lock.

The work of reconstituion should begin sufficiently ahead of the expiry of the term of the existing Committee/Administrator or Ad-hoc Committee. It may be noted that any portion of work done or taken up in absence of any valid Committee or Administrator becomes invalid in the eye of law. (Vide Circular No. $\frac{S/594}{GO}$ dt. 26.10.1981. — Editor.

of which the Committee was constituted, but the member so co-opted shall represent the interest in respect of which the vavancy occurs. Any casual vacancy in the office of a teacher and non-teaching member shall be filled by election in the manner laid down in Rule 6A . *If any member of the Committee ceases at any time to fulfil the qualification in respect of which he was elected or nominated, he shall cease to be a member and a vacancy shall be automatically created which shall be filled by co-option or nomination, as the case may be, as provided in these rules, except in the case of teachers and non-teaching representatives who shall be elected in the manner laid down in Rule 6A. Any member co-opted or nominated or elected to fill a casual vacancy shall hold office for the unexpired portion of the term of the Committee.

***12. Term of Committee -**

Subject to the approval of the Committee by the Board, the term of the Committee shall be three years from the date on which its constitution or reconstitution is completed by the election of the office-bearers and nomination by the Director or from the date of expiry of the term of the previous Committee whichever is later :

Provided that such term may be extended by the Board for sufficient reasons, by a period not exceeding one year. In exceptional circumstances, where, in the opinion of the Board ,the Committee cannot be constituted or reconstituted within the period of such extension, the Board may, with the prior approval of the State Government, extend such period further so, however, that the total period shall not exceed two years :

Provided further that if the Committee is not constituted within the extended term of the Committee, the Board shall take such action as it deems fit.

13. Vacancy caused by absence-**

Any member of the Committee other than the Life-Member as defined in Rule 6A absenting himself from four consecutive meetings shall automatically cease to be such member unless the Committee otherwise directs. The vacancy shall be filled up as provided in Rule 11.

Comment : Is a teacher or a non-teaching staff eligible for election to the office of the Secretary of the Managing Committee ? **Ans.** : No. Only the Headmaster/Headmistress or teacher-in-charge is eliigible for election as Secretary.

* A guardian member shall cease to be a member, with effect from 1st of January, if his/her ward is either sent up for M. Pariksha or discontinues his/her study.

* Thirteen members : (1) Guardian representatives — *four/two* (2) Founder *one* (3) Life member — *one* (4) * Head of the Inst. as ex-officio member — *one* (5) Teachers' representatives *three/two* (6) non-teaching member *one* (7) P. I. Member — *one* (8) Departmental nominee — *one*.

† If the total member is 13, attendance of 7 members in the meeting will form quorum. *–Editor*

* Where there are two headmasters/headmistresses, the senior one will represent on the Committee vide No. $\frac{2482G}{0535\text{-}2/3/112}$ dt. 11.3.1983 of the W. B. Board of Secondary Education.

* ***Term of the Committee*** : The term of the Committee is for three years with effect from the date of election of office bearers. "Make over the charge of the office" is not a bar to functioning of the reconstituted Committee.

Term of the Committee may be extended by the Board for a period not exceeding one year in special circumstances. — Editor.

14. Audit—

The Director shall annually appoint, from the panel maintained by him, an Auditor who shall examine the accounts of the Institution and submit his report to the Committee on or before the 31st of December of the year following the financial year in respect of which accounts have been examined and two copies of such report shall be forwarded to the Director who shall send one copy to the Board. The Director may call for an explanation of the Committee on the irregularities pointed out in the audit report and Committee shall submit to the Director within six weeks of the receipt of the Communication its explanation indicating the action taken or proposed to be taken on the irregularities. If the explanation is not considered satisfactory, the Director may move the Board for the supersession of the Committee.

††15. Finance Sub-Committee —

(1) There shall be in each institution a Finance Sub-Committee of the Committee and the Finance Sub-Committee shall consist of—(i) Secretary of the Committee, or where the Head of the Institution is the Secretary, the President of the Committee— Chairman ; (ii) Head of the Institution—Secretary; (iii) A member of the teaching and the non-teaching staff elected under rule 6A—member.

(2) Subject to the general supervision of the Committee it shall be the duty of the Finance Sub-Committee to (i) prepare budget estimate of the Institution, (ii) consider audit report and auditor's annual report, (iii) check bills, (iv) invite tenders, (v) place work-orders, (vi) scrutinise vouchers and (vii) transport any other business that may be assigned to it a/c by the Committee . All payment exceeding Rs 100/- shall require prior approval of the Finance Sub-Committee except salary ofthe staff and approved recurring expenditure of the Institution.

16. Meeting of the Committee— A meeting of the Committee shall be called by the Secretary at least once in every two months except during the vacation.† Not less than *seven days' notice*** of the meeting shall ordinarily be given .

Comment : ** Vacancy caused by absence for four consecutive meetings : Except Life member all other members are liable to lose their membership in case of their default. But the Committee may decide otherwise i.e., write to the member/members to attend the meeting and to treat this as reminder.

Further, cessation of any membership should be decided on the strength of the subsequent circular of the Board, vide memo No. $\frac{2013(G)}{\text{General File}}$ dt. 3.4.82.

††The term of the Finance Sub-Committee is for three years. After election of office-bearers, the Secretary of the Managing Committee shall write to the Headmaster to seek recognition of the Finance Committee constituted beforehand, or the Head of the Institution shall write to the Secy/Committee for recognition. The term of the Sub-Committee ends necessarily with the term of the Committee/Ad-hoc Committee or Administrator.

† *Vacation :* Vacation means (i) Summer Vacation, (ii) Puja Vacation. X'mas Holidays will not be treated as vacation.

** *Seven days' notice :* Seven days' notice means written notice to members which has to be sent at least 8 days beforehand under certificate of posting. Postal Stamp should indicate that the notice was served at least 7 days before. Intimation may be served by Peon Book also, but the notice has to be served at least 7 days before the date of the meeting of the Managing Committee.

***17. Special Meeting**— A special meeting shall be convened by the Secretary within a fortnight when a requisition of such a meeting is made by not less than four members of the Committee. Not less than seven days' notice of such meeting shall be given .

18. Special meeting convened by requisition — If the Secretary fails to convene a special meeting, the requisitionists shall refer the matter to the President who shall convene the meeting. In the event of the President failing to convene the meeting within ten days after reference to him, the requisitionists, not being less than half of the total number of the members, shall have the power to convene the meeting after giving seven days' notice.

****19. Emergency meeting** — Emergency meetings may be comvened by the President, if necessary, with not less than twenty-four hours, notice to consider a matter of emergent nature requiring immediate attention. All resolutions passed at an emergency meeting shall be subject to confirmation or revision at the next ordinary meeting.

20. Place of meeting— All meetings shall be held in the premises of the Institution, unless the members of the Committee decide unanimously to the contrary .

21. ***Agenda —The notice of each meeting shall set forth the business to be transacted at the meeting, the agenda being drawn up by the Secretary of the Committee in consultation with the Head of the Institution and the President of the Committee and except with the consent of three-forths of the members present, no business other than that so stated shall be transacted, provided that no matter involving the appointment or deputation or dismissal or removal of a teacher or other employee shall be taken up unless the matter has been placed on the agenda of the meeting issued with the notice, and evidence of service of such notice is maintained and preserved for inspection by any member of the Committee or any person authorised by the Board or the Director or the State Education Department .

22. *President to preside —The President shall preside at a meeting of the Com-

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* ***Special Meeting :*** The meeting convened by the Secretary for special purpose i.e. on requisition by not less than four members. Agenda for the meeting are to be suggested by the requisitionists. Single agendum is preferable.

** ***Agenda for the Emergency Meeting*** should be of urgent and emergent nature. More than one item for discussion and consideration is not desirable, but no bar. However, a notice to consider ***a matter of emergent nature requiring immediate attention*** is to be emphasised. A decision arrived at the emergency meeting does not reach the finality until it is confirmed or revised in the next general meeting. However, till such confirmation, the decision remains in force. —Editor.

Comment : The meeting-notice (ordinary meeting) has to be signed by the Secretary. But the agenda for the meeting shall have to be decided by the Secretary in consultation with the President and the Head of the Institution. The Head of the Institution or the President of the Committee may record a note of dissent/objection against any item of discussion of the agenda either before the meeting or during the meeting. If the note of dissent/objection is flouted, the matter may be brought to the notice of the Board and the D. I. of Schools (S. E.).

*** The sources of power of the Secretary and the Joint-Secretary are the Managing Committee itself. The Secretary cannot take any vital step or initiative in any affair unless he is authorised by the Managing Committee in its meeting. There is no provision for ratification of action of the Secretary or the Joint-Secretary in the School Code and as such, the action of Secretary or Joint-Secretary ratified later on may be *ultra vires* in the court of law. Sense of competition for power between the Secretary and the Joint-Secretary is injurious to the interest of the institution. No clear-cut demarkation is given between the powers and functions of Secretary and Joint-Secretary.

mittee. In the absence of the President, the Vice-President, if there is any, shall preside and in the absence of the President and the Vice-President, the members present shall select one from amongst themselves who shall preside.

23. **Casting Vote— The President of the meeting shall have a casting vote in addition to his ordinary vote when votes of the members present are equally divided.

24. Auditor's report — The auditor's report on the accounts of the institution shall be taken into consideration at the first ordinary meeting after the report has been received and considered by the Finance Sub-Committee. A copy of the report, along with the observations of the Committee shall be thereafter, be sent to the Board, and the Director who may call for additional information or explanation in the manner as laid down in Rule 14.

25. *Duties of the Secretary and joint Secretary —

(1) Under the direction of the Committee the Secretary shall carry on correspondence with the proper authorities on behalf of the Committee. He shall also keep a record of the proceedings of the meetings of the Committee in a book, maintained for the purpose. The record of each meeting shall be confirmed at the subsequent meeting.

(2) The Joint Secretary shall perform such duties as may be assigned to him by the Committee and shall perform the duties of the Secretary in the case of con-

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* ***President to preside :*** Can the President give any 'ruling' on any issue of decision in the Managing Committee level ? No such power is given to the President. The power of giving a ruling by the Speaker in the Assembly or Parliament is a constitutional right. The term 'President' does not also signify any such right.

** ***Casing Vote*** implies that the President of the meeting may cast another vote of his own as president besides his personal vote as a member in order to come to any decision, whenever it is found that the number of votes is equally divided.

* **"21. *Agenda*" :** Can there be an item of discussion in the Managing Committee for suspension of any staff from services against Misc. agenda ?

Ans. : Since the matter 'involving dismissal or removal' is indicated, so it should not be placed on the Misc. agenda, since the motive of the authority is implicit here.

Comment : * Who is the *Care-taker* of the School properties including school documents ? Is he the Secretary or the Head of the Institution ?

Ans : No such clear-cut reply may be given since the matter involves powers and position of the Secretary and the Headmaster. However, *law* is strongly a common sense and reason. So, it may be clarified in the light of common sense.

Managing Committee is given the managerial right to management of school affairs, but no proprietory right. The Secretary of the School is to manage the affairs of the Institution under direction of the Managing Committee. He is not supposed to look over any school property unless he is otherwise directed by the Managing Committee. Whereas, the Headmaster who is also the Joint Secretary, is a whole time salaried personnel of the School. The Secretary of the school can evade his responsibility in looking after the properties and day to day affairs of the School, whereas, the Headmaster cannot. He is to explain any gain or loss of school property.

The Schol documents including all school records belonging to the Institution shouild be kept in the School almirah under the care and protection of the Head of the Institution. The Head of the Institution is required to take over the charge of the School and properties including documents from his predecessor and also to make over the charge before leaving the Institution. So in the light of the explanation given above, the Head of the Institution seems to be the competent authority to act as Care-taker.

tinued absence of the Secretrary and during casual vacancy caused by death, resignation or removal of the Secretary.

26. President to convene Meeting— In the temporary absence of the Secretary and the Joint-Secretary, the President may convene a meeting.

27. *Documents—

(1) The Secretary shall be in charge of the invested funds, title-deeds and other legal documents belonging to the Institution. All papers relating to the Institution shall be made available at any time for inspection after due notice by the members of the Committee, or any person authorised by the Board or the Committee or by the Director, Auditor or an officer authorised by the Education Department of the State Government. In all Institutions with pucca buildings, all papers, documents and accounts shall be kept in the premises of the Institution.

(2) The accounts of the Institution shall be operated jointly by the Secretary and the Joint Secretary. All bank transactions should be over the joint signatures of both the Secretary and the Joint-Secretary. In the event of a vacancy in either office, the President of the Committee and in the absence of the President any other member of the Committee, authorised by the Committee by a resolution, shall operate the bank account on behalf of the incumbent absent :

Provided that the State Government may, by order in writing,

(a) authorize any other person or persons to operate the accounts of the institution and/or to carry out bank transactions, or

(b) authorize the Director to appoint an officer under him to operate such accounts and/or to carry out such transactions.

(3) If the Director is satisfied that circumstances exist in which payment of grant-inaid through the fund of the Institution is not expedient, the Director may authorize an officer under him to draw and disburse the grant-in-aid in such manner as the Director may think fit.

28. Powers of Committee—(1) In an aided Institution the Committee shall, *subject to the approval of the Director*, have the power—

(i) to appoint in accordance with the directions given by the Director in this behalf, teachers and other employees on permanent basis against per-

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Comment : * ***Duties of the Secretary and the Joint Secretary:*** The Secretary and the Joint Secretary are virtually the spokesmen and executive persons of the Managing Committee. All executive functions are carried out by the Secretary prepared by the Head of the Institution. So adjustment and mutual understanding between the two persons are absolutely necessary , failing which, crisis will develop. The advantage of the Secretary is majority support of the Committee in his favour. Whereas the Head of the Institution is to dpend on the legal stand for an ultimate decision.

'Subject to approval of the Director' means in expectation of the approval of the Dist. Insector of Schools (S.E). If the decision of the managing Committee contradicts the opinion of the Director or his officer, the action taken by the managing Committe is liable to be void.

Appointment of teaching and non-teaching staff depends on the previous sanction of the posts and approval of panel by the D.I. of Schools (S.E) as per rules of the Education Department. —Editor

manent vacancies, if available within the sanctioned strength of the teachers and other employees, approval of such appointment being thereafter sought for, from the Director or any officer authorized by him ordinarily within a fortnight from the date of decision of the Committee ;

(ii) to appoint in accordance with directions given by the Director in his behalf, teachers and other employees, on temporary basis against permanant or temporary vacancies, if available within the sanctioned strength of teachers and other employees, approval of such appointment being thereafter sought for from the Director or any other officer authorised by him ordinarily within a week from the date of decision of the Committee.

(iii) to extend the services of the teachers and other employees beyond the date of superannuation, approval for such extension being thereafter sought for from the Director or any officer authorized by him ordinarily within a week from the date of decision of the Committee.

(2) If the officer authorised by the Director* under sub-rule (1) does not approve of the appointment of extension of service in any case coming under clause (i) or clause (ii) or clause (iii) of sub-rule (1), as the case may be, he shall refer the case to the Director and in the case of disapproval of any appointment or extension of service, the Director or the officer authorized by him shall communicate to the Committee the reasons therefor.

(3) Where the Committee does not recommend *extension of the service*** of a teacher or an employee under clause (iii) of sub-rule (1), it shall record specific reasons therefore and the person concerned may make his representation to the Director through the District Inspector/Inspectress of schools concerned and so far the Committee is concerned, the decision of the Director shall be final.

(4) In an unaided Institution the Committee shall, subject to the approval of the Board, have the power

(i) to appoint in accordance with the directions given by the Director or in his behalf, teachers and other employees on permanent or temporary basis, approval of such appointment being thereafter sought for from the Board through the Director ordinarily within a fortnight from the date of decision of the Committee :

(ii) to extend as per conditions laid down by the Director the services of teachers and other employees beyond the date of superannuation, approval for such extension being thereafter sought for from the Board ordinarily within a week from the date of decision of the Committee.

Comment : *'authorised by the Director' implies the Dist. Inspector of Schools (S.E)

****'Extension of Service'* : The period of service of any teacher including the Head of the Institution or any non-teaching employee beyond 60 years i.e. after superannuation, needs Extension order from the competent authority . The incumbent will have to submit the case of extension to the M.C./Ad-hoc Committee first, at least six months before the expiry of the term. The latest Govt. order has extended the right of the teachers and non-teaching employees the benifit of extension of service, on year to year basis upto 65 years provided thet are physically fit and mentally alert, subject to final decision of the Dist. Inspector of Schools. The incumbent may appeal to the D.I. of Schools/D.S.E./High Court if he or she is refused any recommendation. —Editor**

(5) If in any case coming under clause (i) or clause (ii) of sub-rule (4) the Board does not approve of the appointment or extension of service, as the case may be, it shall communicate to the Committee the reasons for disapproval.

(6) Where the Committee does not recommend extension of service of a teacher under clause (ii) of sub-rule (4) it shall record specific reasons therefor and the person concerned may take his representation to the Board and the decision of the Board in the matter shall be final so far as the Committee is concerned .

(7) In all cases of appointment, both permanent and temporary, the Committee shall issue *letters of appointment*,* specifying the terms and conditions of such appointment. In the case of a permanent appointment, a teacher or an employee appointed on probation shall be confirmed on the expiry of the period of probation unless an order to the contrary is issued at least six weeks before the date on which confirmation normally falls due. In the case of an appointment on temporary basis against a permanent post the teacher or the employee so appointed shall be *confirmed on completion of two years' continuous satisfactory service to the institution.:

Provided that no appointment shall be made in a vacancy if it is not against a sanctioned post, permanent or temporary.

(8) Both in aided and un-aided Institution the Committee shall have the power, subject to the prior approval of the Board, to remove or dismiss permanent or temporary teachers and other employees. For this purpose the Committee shall first draw up formal proceedings and issue charge sheet to the employee concerned, and offer him reasonable facilities for defending himself. The teacher or the employee proposed to be proceeded against shall submit his explanation, ordinarily, within a fortnight of the receipt of the charge-sheet. The Committee shall send to the Board all relevant papers including the charge-sheet, explanations submitted by the teacher or the employee concerned and the reassons for which the Committee decides in favour of taking disciplinary action. If the Board considers that there are sufficient grounds for taking disciplinary action the Committee shall issue formal notice calling upon the teacher or the employee concerned to show-cause, ordinarily within a fortnight, why he should not

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Comment : *"**Letter of appointment** ': the Secretary of the Managing Committee/Administrator is required to issue a letter of appointment to the selected person from the approved panel. A specimen copy of 'letter of appointment' has been inserted in the manual which may be followed by the School authority.

'Confirmation of Service' : Probationary period of 2/1 year is a precondition for appointment in a Secondary School. Managing Committee unwilling to confirm any staff will have to justify their steps taken against confirmation on documentary basis as per rules.

* ***Confirmation of Service*** : Should a teacher or a non-teachig staff be allowed the right and scope of participating in the Provident Fund of the School before confirmation of service ? Ans. A teacher or non-teaching staff appointed on a permanent /substantive post is required to undergo probationary period of two or one year, as the case may be. But where is the bar in allowing an incumbent to contribute to Provident Fund ? A teacher or a non-teaching staff coming from an aided/unaided school may also be allowed to contribute to P.F. regularly in veiw of continuity of service. However, a decision of the Managing Comittee will be required for this purpose.

* What is confirmation? Confirmation means right to possess. The right to possess to one's position occurs when it is accepted/ admitted by the competent authority. To acquire this right, the incumbent is to undergo a probationary period when his competency is watched. —Editor

be dismissed or removed from service. The Committee shall, then, send again to the Board all relevant papers including the explanation submitted by the teacher or the employee concerned and the recommendations of the Committee for the action proposed to be taken. So far as the Committee is concerned, the decision of the Board shall be final :

Provided that the Board may delegate to any Committee constituted under section 24 of the Act the powers and functions conferred on the Board by this sub-rule.

(8a) In case of lapses on the part of permanent or temporary teachers and other employees of an Institution, which do not warrant removal or dismissal of the persons concerned, the Committee may impose minor penalties, like stoppage of one increment in pay, reduction of pay in the time scale and censure, with the prior approval of the Board. In all such cases, the Committee shall observe the procedure laid down in sub-rule (8).

(9) In aided and unaided Institutions the Committee shall have the power—

(i) to grant leave other than casual leave which shall be granted by the Head of the Institution and by the Secretary of the Committee in the case of the Head of the Institution ; to grant increments in pay to teachers and other employees in accordance with the procedure laid down from time to time or where in aided schools the grant of increments is regulated by grant- in-aid rules in accordance with such rules ;

(ii) to grant free or half free studentship to students in accordance with the procedure laid down from time to time, but ordinarily with the consent of the Head of the Institution ;

(iii) †to *manage funds* of the Institutions as per direction given by the Director from time to time.

(iv) to frame annual report :

(v) to deal with all schemes of developement of the Institution and such other manners ;

(vi) to allocate the total period of holidays in a year, but special holiday for a day or a portion there of on accountof death of any prominent person or for any special occasion concerning the Institution may be granted by the Secretary or the Head of the Institution at his discretion ;

(vii) to grant deputation of teachers, where such deputation is in the interest of

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Comment : † Manage funds : Who are to manage school funds ! Ans : The Secy, the H.M and the President are given right to handle school funds. The Secy. and the H.M will ordinarily handle school fund, but in absence of the Secretary, the President will act as one of the operators.

As regards Govt. grant-in-aid, any two of the three. (i) Secy/Adms., (ii) H.M.; (iii) Teachers' representative. T.R. of course shall be one of them

In the Management Rules 28(9) (viia), the Managing Committee is given the power to suspend a teacher or an employee pending drawal of proceeding against the person within 90 days from the date of suspension.The Head of the Institution is also a teacher. So suspension is also applicable against him and other teacher- members too. The Head of the Institution is an ex-officio member of the M.C. as well as the joint Secretary, if not elected Secretary of the Committee. So how can the members of the Committee can take action against its member where there is no such Statutory provision?

In Rule 28(8) the Managing Committee is given power to remove or dismiss permanent or temporary staff (Teacher and non-teaching staff) with prior approval of the Board. —Editor

the Institution provided that a teacher affected by the decision of the Committee may make his representation to the Director ;

*(viii) to suspend a teacher or an employee where such suspension is in the interest of the Institution, pending drawal of proceedings against the person concerned within ninety days from the date of suspension and during the period of suspension, the person concerned shall be paid pay and allowances eqal to fifty percent of the pay and allowances drawn by him immediately before such suspension. Such steps shall be referred to the Board within seven days of such action for approval. The person affected by the decision of the Committee may, however, make his/her representation to the Board. The order of suspension shall automatically stand withdrawn in case proceedings are not drawn within a period of ninety days, provided that in exceptional circumstances this time-limit may be waived by the Board after due consideration of the facts of the case, but under no circumstances the time-limit shall be waived beyond the limit one year :

Provided that where the period of suspension exceeds 90 days, the amount of subsistence allowance shall be increased after the expiry of ninety days to seventy-five per cent of the pay and allowances drawn immediately before such suspension :

Provided further that the person concerned shall not be entitled to any subsistence allowance if he/she accepts employment during the period of suspension elsewhere.

(viii) to deal with other matters that are brought to the Committee in the interest of the Institution .

Note : After Clause (i) of Sub-rule (9) of Rule 28, add the following Note :— "The Committee shall grant leave according to rules shown in the appendix."

Note: An Institution receiving recurring financial assistance in any shape or form from the State Government either for maintenance or for payment of salary and/or allowances of teachers and/or other employees thereof shall be treated as an aided Institution for the purposes of these rules.

28A. Power of the State Government to take action against a member of the Committee — Notwithstanding anything contained elsewehere in these rules, the State Government shall have the right to proceed against any member of the Committee, who, in the opinion of the State Government, commits financial irregularity or acts against the interest of the Institution .

29. * Staff Council— The Committe of each Institution shall constitute a Staff Council composed of teachers, librarians and clerks with the Head of the Institu-

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Comment : Suspension of any staff being a primary step of the Committee towards removal or dismissal, prior approval of the Board is absolutely necessary before placing the staff under suspension, because the sudden action is liable to make an irrepairable loss to an incumbent, such as (i) loss of prestige (ii) immediate loss in income by 50% of the pay and allowances. The state of suspension may be dragged upto one year.

The Managing Committee is not required to as sign any cause in suspending any staff and as such, the incumbent is deprived of natural justice. Particularly where the institutions have become of the centre of politics and fueds of different interest. So item No 28(9) (VIIA) should be modified in the interest of the teacher and the school. —Editor.

tion as its President. The Secretary of the Council shall be elected from amongst the members. The Council may discuss all matters of academic interest and other problems relating to the developement of the Institution and may recommend to the Committee the measures for improvement of the Institution . The Committee shall record the action taken on the recommendation indicating reasons for non-implementation , if there is any.

30.* Academic Council— The Committee of each Institution shall constitute an Academic Council composed of the Head of the Institution, the Assistant Headmaster or Assistant Headmistress, as the case may be, and not more than three members elected, from amongst the members of the teaching staff, and the Head of the Institution and the Assistant Headmaster or Assistant Headmistress ,as the case may be shall be the President and the Secretary of the Council respectively .

In the case of a *Multipurpose School* having more than one stream, the members of the teaching staff may elect not more than member from each stream, the total number of members including the President and the Secretary not however exceeding five.

The Council may discuss matters connected with (i) admission, (ii) promotion, (iii) selection of text books, (iv) time-table of school hours and (v) measures relating to the improvement of the teaching co-curricular activities. The Head of the Institution shall, ordinarily, be guided by the advice of the Council in matters specified above. But the Head of the Institution may, for reasons to be recorded in writing, overrule the advice of the Council in which case any member of the Council,

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Comment : * *'Staff Council'* : In the formation of the staff Council, the non-teaching staff (approved or regular staff) have been included (vide circular No $\frac{777-\text{Edn.(S)}}{8B-3/83}$ dt. 9th Aug. 1984 of the Ed. Department, Government of West Bengal)

N.D.S. staff attached to High/H.S. school are kept outside the Staff Council vide Cir. No. $\frac{1984/G}{089-113/143}$ dt. 2.3.83).

Powers and functions of the Staff Council: (1) 'the Secretary of the staff council has to keep the President of the staff council, who happens to be the Head of the Institution, fully informed of the details of all items on the agenda .... at a meeting of the Staff Council,.... concerning the academic and development problems of the Institution.' The relevant rule does not comtemplate that the staff council will rival the powers and duties of the head of the Institution.' Vide memo No. $\frac{6136/G}{G10-261/112}$ dt. 29.6.83. of the Secy. W.B. Board of Sec. Edn.

* The Academic Council is an Advisory Body. Its function is to advise the head of the Institution on all academic aspects, teaching and co-curricular activities. The decision of recommendation of the Council though not mandatory, still it has got weight and force to be taken up the Managing Committee for execution.

'Multipurpose School': The term shows no such existence of Multipurpose School now since it was replaced by the higher secondary courses introduced with effect from 1976 vide West Bengal Act VIII of 1975. Hence election of three teacher members, one from each stream is confusing. The matter has been further clarified in the amendment of Management rules where the preference has been withdrawn i.e. now any three members may be elected from amongst the members of the 'teaching staff including the Librarian and the Assistant Librarian (Vide Amendment Rule No. $\frac{777-\text{Edn.(S)}}{8B-3/83}$ dt. 9th August, 1984) .—Editor

who may be in disagreement with the decision taken by the Head of the Institution,may refer the matter to the Committee whose decision thereon shall be final.

31. Committee to be constituted within six months—The Committee of an Institution shall be constituted in accordance with the provisions of these rules, as amended, within a period of six months from the date of publication of these amendments in the Calcutta Gazette, except in the cases of Institutions where Committies were constituted in conformity with the rules as they stood before the publication of the present Notification, in which cases the Committee shall continue to function till the expiry of the period as provided in Rule 12, unless superseded earlier :

Provided that the extension of time may, for good and sufficient reasons, be granted by the Board, and if an Institution fails or neglects to constitute its Committee within the period specified or within the period extended by the Board, then the Board, shall have the power to supersede the Committee of the Institution concerned.

32. Rules not to apply to certain Institutions— Nothing in these rules shall apply to the Institutions maintained and managed by the State Government, the Union Government or the Railway Board or the schools managed under the provisions of the St. Thomas' School Act, 1923, (Bengal Act XII of 1923) or to any other Institution as may be specified by the State Government by order, made in this behalf from time to time.

33. Power of the State Government to frame further rules for certain Institutions —Nothing in this rule shall affect the power of the State Government to frame, on the application of any Institution or class of Institution or class of Institutions, to which the provisions of Article 26 or Article 30 of the Constitution of India may apply, further to other rules for the composing, powers, functions of the Managing Committee or Committees of such Institution or class of Institutions.

PROCEDURE FOR HOLDING ELECTION

WEST BENGAL BOARD OF SECONDARY EDUCATION

77/2, Park Street, Calcutta-16.

Procedure for holding election of members for the purpose of constituting or reconstituting the Managing Committee of Non- Government Institutions (Aided and Unaided) in reference to Rules 9 read with Rules 6 and 6A of the Management of Recognised Non-Government Institutions (Aided and Unaided) Rules, 1969, as ammended, and the ammendments made under Government Notifications No. 855-Edn(S) dated 23rd December,1980 published in the Extraordinary Issue of the Calcutta Gazette dated 5th January,1981 and amendments made under Government Notification No. 640—Edn(S) dated 24th June, 1981 published in the Extraordinary Issue of the Calcutta Gazette dated 26th June, 1981.

1. In this Procedure the *Head of the Institution** means the Head of the teaching and non-teaching staff of an institution by whatever name he or she may be designated.

2(a) Election Officer means a person who has been selected as such at a meeting of the Managing Committee/Ad-hoc Committee from a panel of three persons prepared

by the Head of the Institution who are not in any way connected with the management of the Institution or are not voters under any category, including the teacher and members of the non-teaching staff, to conduct the election of the Committee unless any other person is authorized by the District Inspector of Schools or appointed by the Board under Rule 4(2b) (2c) of the Rules .

2. (b) Where the school is under an Administrator, the Administrator will, in writing, approve the name of a person for selection as Election Officer from a panel of three persons prepared by the Head of the Institution who are not in any way connected with the management of the Institution or are not voters under any category, including the teacher and the member of the non-teaching staff, to conduct the election of the Committee, unless any other person is authorized by the District Inspector of Schools or appointed by the Board under Rule 4(2b)(2c) of the Rules.

3. *Scrutiny Officer means generally the Head of the Institution unless any other person has been authorized by the District Inspector of Schools or appointed by the Board under Rule 4(2b)(2c) of the Rules to perform the work relating to the election of the Committee .

Duties of the Scrutiny officer*

The following may be indicated as the duties of the Scrutiny officer :

(i) The Scrutiny officer will issue nomination paper(s) to and receive the same from the contesting candidate(s).

(ii) The Scrutiny officer will scrutinize nomination paper(s) of contesting candidate(s) in reference to voters' list and his decision in the matter of treating the nomination paper(s), as valid or otherwise will be final.

(iii) For withdrawal of nomination paper(s),contesting candidate(s) will do so by writing to the Scrutiny officer.

Date of election

4. The date of election of members of a Committee of an Institution shall, for the purpose of the constitution or reconstitution, be fixed at least 60 (sixty) days before the expiry of the term of the existing Committee [Vide Rule 9(2) of the Rules], except in cases mentioned under Clause 7(b) of the procedure and also where there is specific direction of the Board with regard to the extension of the term of the Managing Committee as per Rule 12 of the Rules.

Comment : * 'Head of the Institution' means Headmaster/Headmistress or Teacher-in-charge. Where there are two headmasters or Headmistress, the senior and legally accepted person shall be deemed as the Head of the Institutions and he or she shall perform such duties meant for the head of the institution (vide circular No. $\frac{2482/G}{0538/213/112}$ dated 11.3.83 W.B. Board of Sec. Edn.)

**Scrutiny Officer* indicates the Head of the Institution or any other person authorized by the D.I. of Schools or appointed by the Board.

* 15th March has been amended for the words' *before the 15th April'* of the calendar year (Vide Circular No S/802 dt. October 20, 1982). This means that reconstitution of M.C. may be held even before 15th of March of the calendar, but never before 15th of February, since incorporation of the names of guardians require to be enlisted in the voters' list of guardians. —Editor.

***Note—** There shall be no election for constitution or reconstitution of the Managing Committee *before the 15th April* of the calender year.

Approval of the provisional voters' list

5(a) The Head of the Institution or any other person authorized by the District Inspector of Schools or appointed by the Board under Rule 4(2b) (2c) of the Rule shall prepare a programme of election, in detail, as per Procedure 17 read with specimen at Form No.1(MC) for the purpose of constitution or reconstitution of the Committee and also prepare a register of eligible voters under the category of guardians for constitution or reconstitution of the Committee and get them approved at a meeting of the Managing Committee/Ad-hoc Committee convened by the Head of the Institution or any other person authorised by the District Inspector of Schools or appointed by the Board under Rule 4(2b)(2c) of the rules with 7 (seven) clear day's notice to be served by registered post with acknowledgement due to every member of the Committee.

5(b) Where the school is under an Administrator, the Head of the Institution or any other person authorized by the District Inspector of Schools or appointed by the Board under Rule 4(2b) (2c) of the Rules, shall get the election programme and the voters' list as mentioned under Clause 5(a) above approved, in writing, by the said authority .

6(a)*The Head of the Institution or any other person authorized by the District Inspector of Schools or appointed by the Board under Rule 4(2b)(2c) of the Rules, shall communicate the approved programme of election, to all eligible voters' included in the provisional voters' list, under certificate of posting, within a week of the meeting of the Managing Committee/Ad-hoc Committee, as the case may be, convened for the purpose of approval of the said election programme as per Form No.3(MC).

6.(b)**The Head of the Institution or any other person authorized by the District Inspector of Schools or appointed by the Board under Rule 4(2b)(2c) of the Rules, shall publish the provisional voters'list and the Election Programme duly approved by the Managing Committee/Ad-hoc Committee/Administrator at a meeting as mentioned under Clause 5(a) and 5(b) of the Procedure above in the Notice Board of the Institution on a date fixed for the publication of the Provisional Voters' List .

Approval of final voters' list

7.(a) The Head of the Institution or any other person authorized by the District Inspector of Schools or appointed by the Board under Rule 4(2b)(2c) of the Rules,

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Comment : *6(a) The Head of the institution would be required to send the approved programme of election to the guardian voters under certificate of posting within a week's time in Form No. 3 (M.C).

Constitution or reconstitution involves a heavy expenditure which required previous approval. Hence, Head of the Institution would take steps for sanction of fund for election expenditure.

** When the Head of the Institution is authorized by the Managing Committee of the School conducting election, he may seek the advice of the Managing Committee in forming a sub-committee consisting of teachers and non-teaching staff to help in the work of election. The responsibility thrust on the members of the Election sub-committee is a safeguard for the Head of the Institution. —Editor

shall prepare the final voters' list on the basis of claims to and objections against, if any, and get the same approved at a meeting of the Committee convened by him/her with a notice of 7 (seven) clear day's serviced under registered post with acknowledgement due .

(b) In cases where due to unforseen reasons the meeting of the Committee mentioned under clause 7(a) could not be held, the Head of the Institution or any other person authorised by the District Inspector of Schools or appointed by the Board under Rule 4(2b)(2c) of the Rules, shall within a fortnight, convene another meeting of the Committee for the purpose of getting the final voter's list approved by the Committee and in that event, the dates of remaining stages of election shall be so altered as to conform to what are indicated in the specimen election programme.

(c) Where the school is under an Administrator, the Head of the Institution or any other person authorized by the District Inspector of Schools or appointed by the Board under Rule 4(2b)(2c) of the Rules, shall prepare the final voters' list on the basis of claims to and objections against, if any, and shall get the same approved by the Administrator.

Note : While getting the Final Voters' List approved by the Committee/Ad-hoc Committee/Administrator, the Head of the Institution or any other person authorised by the District Inspector of Schools or appointed by the Board, under Rule 4(2b)(2c) of the Rules, shall place all papers relating to claims to and objections against , if any.

Eligible guardian voters

8. The lists of eligible voters in the category of guardians shall be prepared by the Head of the Institution or any other person authorized by the District Inspector of Schools or appointed by the Board, under Rule 4(2b)(2c) of the Rules on the basis of both *Admission and Attendance Registers.

Note(i) If it is found from the Attendance Register that a student has been absent from the school for three consecutive months without the knowledge and permission of the Head of the Institution till the date of the preparation of the *Provisional Voters' List, the student shall be deemed to have left the Institutioin and the guardian of the ward(s) whose name was recorded in the Admission Register will cease to be a guardian for the purpose of election of the Managing Committee.

But prior to debarring the guardian from exercising his voting right on the ground of his/her ward been absent for three consecutive months as stated above, a notice shall have to be issued by the Head of the Institution to the guardian concerned before publication of the Provisional Voters' List .

Note(ii) No first admission upto Class IX shall be made after the 15 th of February

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Comment : *Voters' list of guardians should tally the names of students of Attendance Register and Admission Register. Name of legal guardians as per instruction laid down in 5 (2 notes) of election rules should be incorporated in the Voters' list. Guardians' name wrongly included in the Admission Register, if detected, in contravention of the rule above should be corrected with due intimation to the real guardian. —Editor

of the acadamic year without prior approval of the Board in exceptional circumstances . Admission of pupils on transfer from Recognized Institution may, however, be made upto 31st August of the year on valid ground, if not otherwise permitted by the Board.

Note(iii) Admission of pupil to Class XI may be made as per directions of the West Bengal Council of Higher Secondary Education issued from time to time in this regard. Simmilarly, admission on transfer to class XII may be made as per directions of the West Bengal Council of Higher Secondary Education .

Note(iv) ** All guardians of students who get themselves admitted to an Institution before the meeting of the Committee held for the purpose of approving the provisional lists of eligible voters shall be included in the list of eligible voters for the election under the category "Guardians".

Letter of Intimation

9. Every page of lists of Voters, Nomination Papers, Letter of Intimation to Voters' etc, shall bear the signature of the Head of the Institution or any other person authorised by the District Inspector of Schools or appointed by the Board under Rule 4(2b) (2c) of the Rules.

10. Nomination Papers should be submitted as per specimen as Form No. 2(MC).

11. Election in respect of category of "Guardian" shall be held by Ballot. In case, the category goes unrepresented due to non-submission of Nomination Paper(s) or invalid Nomination Paper(s) or withdrawal of Nomination Paper(s) by the candidate(s) the election shall be held afresh on the said voters' list within 30 (thirty)days of the date of election with a notice of 7(seven) clear days, the stage of such election commencing from inviting Nomination Paper(s) etc. In case, the said election again falls through, the matter shall forthwith be reported to the Board whose decision thereon shall be final.

12. The election shall be held on a Public Holiday, preferably on a Sunday. If any election becomes due within a long vacation, arrangement shall be made for holding the election before such vacation commences. If the holding of election of the Committee prior to commencement of a vacation be not possible as per provision of Rule 9 (2)of the Rules, the matter shall be reported to the Board well in time (vide Proviso to Rule 12 of the Rules) and approval of the Board obtained in the matter.

Note: *No part of the Election Programme shall fall within a long vacation, if not directed otherwise by the Board.

****13.** In case the person selected for conducting the election fails to be present on the date of election in time, in that event, the Head of the Institution shall conduct the

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Comment : ** In clarification of 8(iv), guardian or guardians of students admitted as such, after the publication of prov. voters' list may be enlisted as voters for the current term.

A guardian may have more than one ward in the same school. But should the name of such guardian be enlisted in several places ? My suggestion is in the affirmative. But note should be kept against the name of such guardian voter in different places so that the voter cannot casts his vote more than once.

Election programme should be prepared in such a way that any part of Election programme such as (1) Publication of voters' List to (vii) Holding of Election shall fall within the period of long vacation. However, holiday of small period is no bar.

—Editor

election as 'Election Officer' if not directed otherwise by the District Inspector of Schools or by the Board.

14. The counterpart of each Ballot Paper to be used for the purpose of election of members of the Managing Committee shall be serially numbered and each Ballot Paper shall bear the names of the contesting candidates in the alphabetical order on the basis of the first name. No symbol shall be used on the Ballot Paper.

Each Ballot Paper shall be signed by the Election Officer before issue.

15. In case, a voter casts votes in excess of the total number of seats, the entire Ballot Paper shall be cancelled.

While casting vote(s), if a voter uses his seal in a way causing confusion in specifically determining the candidate(s) in whose favour such a vote(s) has been cast, only the confusing portion shall be cancelled, provided the voter does not vote in excess of the total number of seats.

16. When contesting candidates pool equal number of votes in respect of a category, a decision shall be made by the Election Officer by drawing lots (for once) only in the presence of the contestants at that time.

Execution of Election Programme.

17. * The programme shall contain the precise dates and hours of election :

(i) Publication of the Provisional Voters' List *at least* 30 (thirty) days before the date of election ....at 2 p.m.

(ii) Submission of claims to the inclusion or objections, if any, against omission or inclusion of any name(s) in the Provisional Voters' List within 8 (eight) days from the date of publication of Provisional Voters' List... by 2 p.m.

(iii) Publication of the Final Voters' List *not less than* 15 (fifteen) days before the date of election ... at 2 p.m.

(iv) Submission of Nomination Paper(s) by the contesting candidate(s) *not less than* 7 (seven) days before the date of election ... at 2 p.m.

(v) Scrutiny of Nomination Paper(s) and declaration of name(s) of eligible candidate(s) not less than 5 (five) days before the date of election at ......2 p.m.

(vi) Withdrawal of Nomination Paper(s) within 24(twenty-four) hours of the scrutiny of Nomination Paper(s) by 2 p.m.

Comment : ** In case, the selected Election officer fails to be present on the date and time of election, the Head of the Institution shall conduct the election as Election officer unless it is otherwise directed by the Dist. Inspector of Schools or by the Board.

A blind or illiterate voter may seek the help of the election office in casting his/her vote in favour of the chosen candidate or candidates. The Election officer is entitled to help the voter in the proper casting of votes.

*** The Programme of election should be framed in such a way that the gap between the duration of date and time should be observed properly so that minimum gap is not violated.**

Special attention should be given in regard to significance of *'at least'*, *'by'*, *'with'*, *'not less than'* *and 'at'* of the election programme. —Editor.

(vii) Holding of election of member(s) to the Committee from 9 a.m. to 12 Noon and from 1 p.m to 4 p.m., if necessary.

Note— In case of a school sitting in the morning shift, *suitable time* for election programme will be fixed by the Head of the Institution in consultation with the Managing Committee.

18. Where the number of contestants does not exceed the number of members to be elected as per provision of the Rules, the contestants shall be declared elected uncontested . If the number of contestants fall short of the number of members, to be elected, such contestants also shall be declared elected uncontested and the remaining vacancy/vacancies shall be filled by a fresh election in the manner as indicated under Clause 11 of the Procedure.

Counting of Votes.

19. The counting of the votes shall be completed on the date of election. If that be not possible for any unavoidable reason, that will be recorded in writing by the Election Officer and the Election Officer shall in that case seal the Ballot Box(es) in presence of the contesting candidates at the Polling Booth, informing them of the time of counting of votes the following day and keep such sealed Ballot Box(es) in the custody of the Head of the Institution or any other person authorized by the District Inspector of Schools or appointed by the Board under Rule 4(2b)(2c) of the Rules.

Declaration of election result

20 (a) The Election Officer immediately after the counting of votes shall declare the names of elected members in the presence of all contesting candidates and submit a report to the Head of the Institution or a person authorized by the District Inspector of Schools or appointed by the Board under Rule 4(2b)(2c) of the Rules.

Preservation of Election Papers etc.

(b) All election papers including un-used Ballot Papers and a copy of the Report of the Election Officer shall be kept under the custody of the Head of the Institution or any other person authorized by the District Inspector of Schools or appointed by the Board under Rules 4(2b))2c) of the Rules in a sealed cover by the Election officer in presence of the candidates.

Nomination under special constitution

21. (a) To complete constitution or reconstitution of the Managing Committee, the Head of the Institution or any other person authorized by the District Inspector of Schools or appointed by the Board under Rule 4(2b)(2c) of the Rules, shall write to an Organization/Society/Trust/Person(s) concerned to send the name(s) of their nominee(s), specially where the Board has sanctioned a Special Constitution of the Committee in favour of an Institution, *at least 15(fifteen) days* prior to the date of holding of election of members on the Committee by registered post with acknow-ledgement due. In case of non-receipt of the name(s) of such representative(s) within the period specified, such representation of the Committee may not be considered for that term, if not otherwise, directed by the Board.

Nomination of Local Panchayat Samity*

(b) In the case of an Institution within the jurisdiction of Panchayat, the Head

of the Institution or any other person authorised by the District Inspector of Schools or appointed by the Board ,under Rule 4(2b)(2c) of the Rules, shall write to the local Panchayat Samity to send the name of a nominee of the local Pnachayat Samity who is a Person Interested in Education as per Proviso to Rule 6 of the Rules, at least 15(fifteen) days prior to the date of holding election of members on the Committee, by registered post with acknowlwdgement due. In case of non-receipt of the name of the nominee from the local Panchayat Samity within the specified period, the matter shall be reported to the Board.

Departmental nominee

†22. Within three days of declaration of results of the election of the Committee, the Head of the Institution or any other person authorised by the District Inspector of Schools or appointed by the Board under Rule 4(2b)(2c) of the Rules, shall write to the District Inspector of Schools (Secondary Education) for sending the name of a departmental nominee on the Committee to enable him/her to complete constitution or reconstitution of the Committee. Any delay in the placement of a departmental nominee within the period specified under Rule 9(3) of the Rules may be brought to the notice of the Board by the Head of the Institution or any other person authorized by the District Inspector of Schools or appointed by the Board under Rule 4(2b)(2c) of the Rules .

23. The election of office-bearers shall not be held until the constitution or the reconstitution of the Committee has been completed by the elected, co-opted or nominated members, unless otherwise directed by the Board.

Co-option of a person interested in education.

24. In case of an Institution situated in an urban area where **co-option of a Person Interested in Education on the Committee has been provided as per Rule 6A (3)(i) of the Rules, the newly-elected, nominated and ex-officio member and the life-member, if any, at meeting of the in-coming committee convened for the purpose of such co-option by the Head of the Institution or any other person authorized by the District Inspector of Schools or appointed by the Board under Rule 4(2b)(2c) of the Rules, with clear seven days'notice to the served by registered post with acknowledgement due, to each of the said members, shall propose the name of a person considered by the said members to be a Person interested in Education who has communicated his /her intention

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Comment : * Nomination of Local Panchayat Samity' has been modified in the subsequent circulars of the Board No. S/35 dt. 2.2.83 and No 3919/L/3 dt. 14.6.85.

The Head of the Institution or any other person so authorised under Rules, would be required to write to such recognised organization for sending their nominee/nominees for representation on the Managing Committee from the category or categories of Founder, Life member and P.I. member at least 15 days prior to the date of election by Regd. post.

†While writing to the Dist. Inspector of Schools (SE) for sending the Departmental nominee, the Head of the Institution or any other person so recognized by the competent authorities, will have to submit all necessary papers to be required in connection with the approval of the constitution in proper proforma introduced by the D.I. of Schools (SE).

** *Co-option of a Person-interested in Education* is to be made in a meeting to be convended by the Head of the Institutes on clear 7 days' notice under Reg. post with A/D in presence of newly elected guardian members, Life member, Founder if any, ex-officio member, departmental nominee, within 15 days from the date of receipt of the name of the Departmental nominee from the D.I. of Schools (SE) →

in writing to the Head of the Institution or any other person authorised by the District Inspector of Schools or appointed by the Board under Rule 4(2b)(2c) of the Rules through any of the elected, nominated and ex-officio members and life-member, if any, to be any co-opted as a member of the Committee. The above meeting shall be convened by the Head of the institution or any other person authorized by the District Inspector of Schools or appointed by the Board under Rule 4(2b)(2c) of the Rules, within 15(fifteen) days from the date of receipt of the name of a departmental nominee from the District Inspector of Schools (Secondary Education).

ELECTION OF OFFICE-BEARERS

(A) *For Urban area

25. (a) After the co-option of a member on the newly-constituted committee as per Rule 6A(3) (i) of the Rules, the Head of the Institution or any other person authorised by the District Inspector of Schools or appointed by the Board under Rule 4(2b)(2c) of the Rules, shall, within ten days of the co-option of a member of the Committee, convene the first meeting of the elected/nominated and co-opted members and the life-member, if any, of the newly constituted/reconstituted Committee for the purpose of election of officebearers withclear 7(seven) days' notice for the holding of such a meeting .

(b) The convener of the meeting who may be either the Head of the Institution or any other person authorized by the District Inspector of Schools or appointed by the Board under Rule 4(2b)(2c) of the Rules, shall conduct its proceedings till the election of the President for that meeting following which the election of office bearers shall be held. In case of a tie, drawing of lots for once only, shall be applicable to resolve the tie.

(B) For Rural area

(c) In case of an Institution referred to under Clause 21(b) of the Procedure, the first meeting of the elected, nominated and ex-officio members and the life-member, if any, shall be convened by the Head of the Institution or any other person authorized by the District Inspector of Schools or appointed by the Board under Rule 4(2b)(2c) of the Rules for the purpose of election of office-bearers within 15 (fifteen) days from the date of receipt of the name of a departmental nominee from the District Inspector of Schools (Secondary Education).

Comment : The Head of the Institution has been given no such responsibility in preparing a list of persons-interested-in-education. He is not even authorised to invite any application from the willing candidates. The question may arise how the outsiders will come to know about the selection of persons as person interested in education. So far the language of co-option is concerned, the members present in the meeting will have to submit written application addressed to the Head of the Institution from person or persons willing to be a P.I. member. It may not be possible for all members to select a person unanimously. What will happen if two or more than two names are submitted by the members? Who is to scrutinize and verify the bonafide intention of the applicant ? Should it be considered that even a lay main irrespective of his qualification, age and ability may be taken as a P.I. member on the committee if a substantial section of the members present, want him? The answer is nil.

What beneficial purpose can be served by such member except in strengthening the cause of the majority section of the Managing Committee ?

* 25(A) (B) and (C) has been amended in a subsequent circular No.S/36 dt. 2.2.83 and the rules are to be followed.

—Editor

26. The newly elected Committee shall be deemed to have †*assumed charge* from the outgoing Committee from the date of election of office-bearers or from the date of expiry of outgoing Committee/Administrator whichever is later and the newly elected Committee shall start functioning from the very said date.

Co-option

27. *If an elected member resigns, dies or loses his/her qualification for any reason before election of office-bearers, the remaining members (elected, nominated and co-opted) shall first elect the office-bearers and thereafter, the vacancy already caused shall be filled by co-option of a member according to provision of the Rule 11 of the Rules.

Resignation and election of a new Secretary

28. If the Secretary (where Head of the Institution has not been elected Secretary) resigns at any time, for any reason from the Secretaryship or his membership has ceased, the Joint Secretary shall perform the duties of the Secretary until a new Secretary has been elected at a meeting convened by the Joint Secretary. If such Secretary has, however, resigned from membership of the Committee or his membership has ceased, the Joint Secretary shall convene a meeting of the remaining members for co-option in the said vacancy.

After the vacancy in the Committee has been filled by co-option as indicated above, the Joint Secretary shall convene another meeting for the purpose of election of a Secretary to the Committee .The two meetings for such purposes, shall not be held not later than two months of the resignation or cessation of membership of the Secretary of the Committee.

In the case of any difficulty in the filling up of the vacancy caused due to resignation or cessation of membership of the Secretary to the Committee, the matter shall be reported to the Board whose decision thereon shall be final.

Election of Teachers and Non-Teaching Staff.

29. (a) The Election of Teachers' Representatives and the Non-Teaching Staff shall be jointly held by the teachers and the Non- teaching staff of the Institution at least 7(seven) days before the election of members of the Committee [Vide Proviso Rule 4(i) to Rule 6A of Rules].

(b) The Head of the Institution of any other person authorised by the District Inspector of Schools or appointed by the Board under Rule 4(2b)(2c) of the Rules or in the absence of the Head of the Institution, any other member of the teaching staff temporarily assigned to discharge the duties and functions of the Head of the Institution,shall conduct

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Comment : †'Assume of charge' of the office shall be given effect to, after election of office bearers. But if terms of the outgoing Managing Committee is still in force, the newly elected committee shall have to wait till the expiry of the term of the outgoing committee. It may be noted 'start functioning' of the new Committee.

*A person elected as a member will not be entitled to participate in the election of office bearers, if he/she loses qualification for which the incumbent was so elected. A guardian member having more than one ward in the list of Voters may not lose his/her membership inspite of leaving of a particular ward against whom he submitted his nomination for membership, provided he/she had some other ward in the Voters' List. The matter, however, has not been clarified by the Board. The opinion is given by the editor on the basis of common sense and convention. —Editor.

the election of Teachers' Representatives and the Non-teaching staff on a date fixed by him/her with clear 7 (seven) days' notice to all eligible teachers and non-teaching staff of the school, The election shall be held by Ballot and the Nomination Paper(s) to be prescribed by the Head of the Institution for the purpose shall be submitted to the Head of the Institution at least 72 (seventy-two) hours before the election. Nomination Paper(s) shall be scrutinized by the Head of the Institution 48 (forty-eight) hours before the date of election of Teachers' Representatives and the Non-Teaching Staff. His/her decision in respect of invalidating a nomination paper assigning sufficient reason shall be final. Nomination Paper(s) may be withdrawn within 24 (twenty-four) hours after the scrutiny of the same.

(c) In case of a tie, as there is no provision for 'casting vote' of the Head of the Institution, a decision shall be made by the Head of the Institution by drawing lot (for once only) in the presence of the teachers and the non-teaching staff participating in the election.

Cessation of guardianship

30. (a) **A guardian-voter* owes his/her eligibility as a voter under the category of "Guardians, in respect of a particular ward or wards. As soon as that ward or wards leave the Institution, the qualification of a guardian-voter shall cease. In case a ward is sent up for the Madhyamik Pariksha (Secondary Examination) in a particular year, the eligibility of the guardian voter in respect of that ward shall cease from first January of that year

(b) In case a pupil is reading in the Higher Secondary classes of the same Institution is sent up for the Higher Secondary Examination conducted by the West Bengal Council of Higher Secondary Education in a particular year, the guardianship of that ward shall cease from the 30th June of that year .

Members to vacate

31. Unless there is specific approval from the Board extending the statutory term of a Committee, every member of such Committee shall have to vacate on the expiry of its usual term of three years.

32. The Head of the Institution or in the absence of the Head of the Institution, any other member of the teaching staff temporarily assigned to discharge the duties of the Head of the Institution, shall submit, to the Board three copies of the report on the constitution or re-constitution of the Committee after it has assumed charge, as per specimen of *Form No 4(MC)* through the District Inspector of Schools (Secondary Education) and the Director of Secondary Education, West Bengal, with an advance copy to the Board within seven days .

33. The Head of the Institution or in the absence of the Head of the Institution, any

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Comment : *A guardian* may have two or more than two wards reading in the same school in different classes. While preparing the list of guardian voters, naturally, the name of the same guardian may appear in several places against his wards reading in different classes. Suppose the guardian is elected to the Managing Committee against a particular ward, who is either sent up for M.P./H.S. Examination during the tenure of his membership. What would happen then ? Can he claim his right to continue his membership on the strength of the presence of the other ward or wards? This vital question needs clarification.

—Editor.

other member of the teaching staff temporarily assigned to discharge the duties of the Head of the Institution, shall submit, to the Board three copies of the report on the co-option of a member on the Committee as per specimen of *Form No.5(MC)* through the District Inspector of Schools (Secondary Education) and the Director of Secondary Education, West Bengal, with an advance copy to the Board within seven days.

34. In case of any doubt or dispute in the matter of holding election at any stage, the matter shall be referred to the Board whose decision thereon shall be final.

N.Sinha.
Secretary.

Form—1 (MC)

SPECIMEN

Programme for holding election of members of the Managing Committee.*

Suppose the term of a Committee expires on and from 24.6.81. In that event, the election shgall be held by the 24th April of 1981 at the latest. If the 24th of April be fixed as the date of election (assuming it as Sunday or a holiday), the programme shall be as undre:

(1)	Date and time of publication of the Provisional Voters' List.	15th March, 1981 at 2 p.m.
(2)	Submission of claims to and objections against inclusion of any name(s)	22nd March, 1981 at 2 p.m.
(3)	Publication of the Final Voters List	7th April, 1981 at 2 p.m.
(4)	Submission of Nomination Paper(s)	17th April, 1981 at 2 p.m.
(5)	Scrutiny of Nomination Papers(s)	18th April, 1981 at 2 p.m.
(6)	Withdrawal of Nomination Paper(s)	19th April, 1981 by 2 p.m.
(7)	Holding of Election	24th April, 1981 (From 9 a.m. to 12 noon and if necessary from 1 p.m. to 4 p.m.)

Signature of the Head of the Institution affixing the Seal, or any other person authorized by the District Inspector of Schools or appointed by the Board under Rule 4(2b) (2c) of the Rules.

Note : (a) In drawing up an election programme, the Head of the Institution or any other person authorized by the District Inspector of Schools or appointed by the Board under Rule 4 (2b) (2c) of the Rules may please see that the time-gaps between the different stages leading to the holding of election, are adhered to, excepting where minor adjustments may be necessary, in exceptional circumstances, to maintain the entire schedule.

(b) Dates under Items (1) to (6) should be all working days.

Comment : Under revised circular election or reconstitution of the Managing Committee may be held after 15th of March of the year vide circular No. S/802 20th Oct. '62 of the W.B. Board of Secondary Education. —Editor.

Manual — 8

Form —2 (MC)

SPECIMEN

In connection with the Election of Members of the Managing Committee of

....

(in block letters)

Voters' number on the list of voters .... in the Category of Guardian

Proposed by (full signature) ....

Proposer's Voter No. ....

Seconded by (full signature)...

Seconder's Voter No. ....

Signature in full of the contesting candidate(s)...

Date and time of issue of the Nomination Paper ....

Signature of the Head of the Institution or any other person authorized by the District Inspector of Schools or appointed by the Board under Rule 4(2b)(2c) of the Rules.

Date and time of receipt of Nomination papers from the contesting Candidates...

Signature of the Head of the Institution or any other person authorized by the District Instpector of Schools or appointed by the Board under Rule 4 (2B) (2c) of the Rules.

Note : (1)It should be carefully noted that the name of the contesting candidate as well as of the Proposer and Seconder should tally with those recorded in the final voters' list.

(2)Minor defects like spelling mistakes in the name(s) should be ignored.

(3)In case of any major discrepency making confusion regarding identity of the candidate or the Proposer or the Seconder, the Nomination Paper is liable to be rejected. Of course, the decision of the Scrutiny Officer in this respect shall be binding.

Under Certificate of Posting

Form—3 (MC) **SPECIMEN**

Letter of intimation to be issued to the Guardian-voters

To

Sri/Srimati ....

....

Sub : Constitution/Reconstitution of the Managing Committee of..............

....

Dear Sir/Madam,

You are hereby informed that the Constitution/Reconstitution of the Managing Committee of the above-named school will be held on ... ...according to the programme noted below.

You are requested to contact the Head of the Institution or any other person authorized by the District Inspector of Schools or appointed by the Board under Rule 4 (2b) (2c) of the Rules for any detailed information in this regard.

Signature of the Head of the Institution or any other person authorised by the District Inspector of Schools or appointed by the Board under Rule 4 (2b) (2c) of the Rules (affixing the Office Seal).

ELECTION PROGRAMME

Date Time

1. Date and time for publication of the Provisional Voters' List ....
2. Submission of claims to and objections against omission or inclusion of any name(s) in the Voters' List ....
3. Publication of the Final Voters' List ....
4. Last date of submission of the Nomination Paper(s) to the Head of the Institution or any other person authorized by the District Inspector of Schools or appointed by the Board under Rule 4 (2b) (2c) of the Rules. ....
5. Scrutiny of Nomination paper(s)..
6. Withdrawal of Nomination Paper(s) ....
7. Holding of Election ....

Name of the Ward Sri/Sm ....

Class Section

Year and date of admission of the War ....

Sl. Number of the admission in the Admission Register ... ...

Form—4 (MC)

SPECIMEN

Letter for reporting Constitution/Reconstitution of the Managing Committee to the Board through the District Inspector of Schools (Secondary Education) and the Director of Secondary Education, West Bengal, with an advance copy to the Board.

To
The Secretary,
West Bengal Board of Secondary Education.
77/2, Park Street, Cacutta-16.

Sub : Report on the Constitution/Reconstitution of the Managing Committee of ....

1. The date of election of members under the category of Guardians ....

2. the date of election of teachers' representatives and the non-teaching staff ....

3. A copy of the letter with number and date from the Director of Secondary Education, West Bengal or any other officer authorized by him in this behalf showing the precedence in the list of Founders, where the number of Founders in an Institution is more than one. [Vide Rule 6A (1) of the Rules.] ....

4. The date of nomination of a member from the local Panchayat Samity quoting the number and date of the letter. [Proviso to Rule 6A (3) (i) of the Rules] ....

5. The date of receipt of the name of a departmental nominee quoting the number and date of the letter of the district Inspector of Schools (Secondary Education). ....

6. Date of co-option of a person Interested in Education by the elected, nominated and *ex-officio* members and the life-member, if any, of the newly elected committee under Rule 6A (3) (i) of the Rules ....

7. The date of election of office-bearers along with the names of members and date of assumption of charge of the school by the members of the new Managing Committee ....

8. The name, occupation and address of each member of the constituted/reconstituted committee ....

9. Whether the election has been held under a special constitution approved by the Board. If so, an attested copy of the order of the Board should be enclosed. ....

10. Total number of voters under the Category of Guardians ....

11. Whether nomination paper(s) have been invited and the election has been held by Ballot ....

12. Whether the Head of the Institution has been elected as Secretary. ....

13. Consittution of the Committee should be detailed as under :

Names of Member	Category to which they belong
(1) President	
(2) Vice-President	
(3) Secretary	
(4) Joint-Secretary	
(5)	
(6)	
(7)	
(8)	
(9)	
(10)	
(11)	
(12)	

14. The following particulars are required to be enclosed along with the report :

(i) An attested copy of the resolution of the Managing Committee/Ad-hoc Committee approving the programme of election, selecting the election officer and approving the provisional and final voters' list. Where the school is under an Administrator, copy of an order of the Administrator approving the programme of election, selecting the election officer and approving the provisional and final voters' list should be enclosed.

(ii) Where the election officer has been appointed by the District Inspector of Schools or by the Board, a copy of the order to this effect should be enclosed.

(iii) An attested copy of the letter of intimation of the programme of election to the Guardian voters.

(iv) An attested copy of the report of the election officer.

(v) The date of holding of election of office-bearers of the outgoing Committee and the date of expiry of the term of the said Committee.

Signature of the Head of the Institution or any other person authorized by the District Inspector of Schools or appointed by the Board under Rule 4(2b) (2c) of the Rules (affixing the office seal).

Form—5 (MC) **SPECIMEN**

To
The Secretary
West Bengal Board of Secondary Education,
77/2, Park Street, Calcutta-16.

Sub : Co-option of Sri/Sm..
on the Managing Committee of ....

1. Date of assumption of charge after constitution/reconstitution of the existing Managing Committee..
2. Whether the existing Managing Committee was approved by the Board. If so, the number and date of the letter of approval should be quoted...........
3. The date upto which the school is recognised..
4. The name of the outgoing member ....
5. Circumstances in which the seat has fallen vacant.......................................
6. Name of the co-opted member ....
7. Whether the name of the co-opted member is included in the list of original voters' list on the basis of which the election of members of the existing committee was held ....
8. (a) Whether the co-opted (guardian member) has any ward still reading in the school ....
   (b) If so, the name of the pupil and the class in which he/she is reading
   (c) The date of admission of the pupil to the school ....
   (d) The relationship of the pupil with the co-opted member.......................
   (e) If the co-opted member is other than father or mother of the ward, it should be stated if the parents of the pupil are living and if the pupil lives with the parents...
9. Copy of the resolution of the Managing Commitee regarding co-option should be enclosed.

Note : In case of a vacancy occuring in the seat of a teachers' representative and the non-teaching staff it should be filled by a fresh election by the teachers from amongst themselves as per provisions under the Rules.

Signature of the Head of the Institution or any other person authorised by the District Inspector of Schools or appointed by the Board under Rule 4 (2b) (2c) of the Rules (affixing the office seal).

Form — 6 (MC)

SPECIMEN

To

The Secretary,
West Bengal Board of Secondary Education,
77/2, Park Street, Calcutta-15.

Sub : Co-option of Sri/Sm..
on the Managing Committee of..

1. Date of constitution/reconstitution of the existing Managing Committee ..
....
2. Whether the existing Managing Committee was approved by the Board. If so, the number and date of the letter of approval should be quoted. ....
3. The date upto which the school is recognised at present ....
5. Circumstances in which the seat has fallen vacant ....
6. Name of the co-opted member ....
7. Whether the name of the co-opted member is included in the list of original voters on the basis of which the election of members of the existing Committee was held..
....
8. Whether the co-opted member belongs to the same category of the person in whose place the co-option is made ....
9. (a) Whether the co-opted member (guardian member) has any ward still reading in the school...
   (b) If so, the name of the pupil and the class in which he/she is reading ......
   ....
   (c) The date of admission of the pupil into the school ....
   (d) The relationship of the pupil with the co-opted member..........................
   (e) If the co-opted member is other than father or mother of the ward, it should be stated if the parents of the pupil are living and if the pupil lives with the parents ....
10. Copy of the resolution of the Managing Committee regarding the co-option should be enclosed.

Note : In case of a vacancy occurring in the seat of a teachers' representative it should be filled by a fresh election by the teachers from amongst themselves as required under the rules.

Signature of the Head of the Institution
affixing the office seal

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta 16

Circular No. S/MC-386/81 Dated : 7th July, 1981

To

The Secretary/Administrator/Heads of all
Recognised Secondary Institutions in the State.

Sub : Constitution/Reconstitution of the Managing Committee of Secondary Institutions in accordance with the Management Rules, amended from time to time.

The undersigned is directed to send herewith a copy of the Rules for Management of Recognized Non-Government Institutions (Aided and Unaided) 1969, as amended from time to time and amended under Government Notification No. 855-Edn(S) dated December 23, 1980 and published in the Extraordinary Issue of the Calcutta Gazette dated January 5, 1981 and amended under Govenment Notification No. 640-Edn(S) dated June 24, 1981 and published in the Extraordinary Issue of the Calcutta Gazette dated June 26, 1981 along with the Election Procedure laid down by the Board in accordance with provisions of Rule 9 of these Rules.

These Rules along with the Election Procedure will come to effect from the date of publication of this Circular subject to the conditions in regard to election of Managing Committee as laid down in Board's Notification No. S/94, dated February 26, 1981.

The authorities of Recognized Non-Government Institutions will be required to take requisite steps for constitution/reconstitution of the Managing Committee in accordance with the directions noted hereunder :

(i) The constitution/reconstituion of the Managing Committee shall be completed by the authorities of Secondary Institutions in accordance with the provisions contained in these Rules and as per instructions already communicated under Board's Notification No. S/94 dated February 26, 1981, excepting in the cases of Institutions where the Committee was constituted or reconstituted on or before the 29th March, 1981 in conformity with the Rules existing on the date prior to the date of publication of the aforesaid Notification, in which cases the Committee shall continue as per provisions of Rule 12 of these Rules, unless otherwise directed by the Board.

(ii) The Managing Committees of all Secondary Institutions other than those managed by the State Government, Union Government, Railways or Schools guided by the Special Rules will come within the purview of these Rules, as and when the election for reconstitution of the Managing Committee falls due.

Comment : Management Rules for constitution and reconstitution of the Managing Committees of the Govt. approved Secondary Institutions have been amended from time to time on the basis of the amended rules, 1969. In 1981 the Management Rules were revised again and a few significant steps have been taken. Of the steps taken, abolition of Benefector Medical practitioner are worth-mentioning. Status of Donor and Life member was also reconsidered. Scope for representation of non-teaching staff of the school was admitted by enhancing the teaching and non- teaching members from three to four.

—Editor

(iii) That in all cases, the authorities of recognized Secondary Institution holding election for constitution/reconstitution of the Managing Committee under these Rules shall forward to the Board a copy of the election programme drawn up for the purpose within a week from the date of finalization of the election programme by the school authorities.

(iv) The authorities of all Secondary Institutions, where Special Constitution* of the Managing Committee was sanctioned by the Board after the promulgation of the new Management Rules in 1974, will be required to approach the Board at least six months prior to the date of expiry of the *statutory term* of the Managing Committee with a view to getting the pattern of the Special Constitution revised in keeping with the provisions contained in these Rules and obtain in each case the orders of the Board afresh for sanction of Special Constitution. Schools, where the term of the Managing Committee expires before the said six months, will be required to move the Board forthwith for the purpose stated above. Schools not complying with the above directions may forfeit the claim for Special Constitution.

(v) Schools, which had applied for *Special Constitution* of the Managing Committee after the promulgation of the new Management Rules in 1974 in accordance with the directions contained in Board's Circular No. 1/74 (M. C.) dated 19th April, 1974 but have not yet received necessry orders from the Board approving or disapproving of the Special Constitution of the Managing Committee, shall write to the **Secretary of the Board by name** within a fortnight from the date of this Circular with relevant papers, if any, for consideration of their cases by the Board, otherwise their claims for Special Constitution may go by default.

The Board earnestly solicits the co-operation of the authorities of all recognized Secondary Institutions in this regard.

N. SINHA (Secretary)

ELECTION OF TEACHERS' REPRESENTATIVES ON THE MANAGING COMMITTEE OF THE SCHOOL

Office of the District Inspector of Schools, S. E. Midnapur
Memo No. 442-G, dated the 27.6.77

To
The Headmaster,
Pingla K. K. Institution
P. O. Pingla (Midnapur)

*Sub : Teachers' Representative Election in his school regarding reconstitution of the M. C. (Can Headmaster Vote?)**

Comment : *Special constitution :* **Provision of membership to establish right on the Managing Committee of a school on the strength of Trust Deed or any other legal Deed of Acceptance have come within the provision of special constitution. So the authorities of the Secondary Institution would be required to approach the Board sufficiently ahead of the date of Constitution or Reconstitution of the Managing Committee.**

***'*Statutory term*' means the term of the Managing Committee under statute is for three years but the term may be extended by the Board for sufficient grounds if the Executive Committee of the Board feels necessary. —Editor.**

Ref : Petition from the staff concerned, dated 27.6.77.

In reference to the above, this is to inform him that he cannot be a voter in regard to election of Teachers' Representatives as he will have to conduct that election according to rules.

The Secretary of the Board in his D. O. letter No. S/393 dated June 30, 1977 addressed to the General Secretary, West Bengal Headmasters' Association, clarified the issue and disagreed with the views of the D. I. of Schools, Midnapur.

Sd/- N. D. Ghosh
District Inspector of Schools
Secondary Education, Midnapore

WEST BENGAL BOARD OF SECONDARY EDUCATION
Calcutta 16

A. C. Biswas
Secretary
Phone : 24-8594
D. O. No. S/393, June 30, 1977

To

Sri Prodyut Sinha,
General Secretary,
West Bengal Headmasters' Association.

Dear Shri Sinha,

Kindly refer to your letter No. XV dt. 29.6.77.

I have looked into the relevant Rules and also discussed the matter with D. D. P. I. (SE) who agrees with me that there is nothing in the Management of Recognised Non-Government Institutions (Aided & Unaided) Rules, 1969, as amended to debar the Headmaster from exercising his vote in the elections of teachers to the Managing Committee as he is also a member of the teaching staff as defined in the explanation under Rule 7.

Yours sincerely,
Sd/- Illegible

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta 16

No. S/591

October, 1977

I am directed to say that it has been decided by the Govenment of West Bengal that Classes XI & XII of the Higher Secondary stage, whether located in a school or college should form an integral part of the parents Institution and that the

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Comment : * The matter is self-explanatory. The Head of the Institution is a teacher first and Hea of the Institution next. It is really surprising how the Dist. Inspector of Schools, Midnapore arrived at such a decision without consultation with the Board which is the final authority to give verdict. However, the matter has been clarified by the Secretary, W. B. Board of Secondary Education by his letter dated June 30, 1977. Please see the above mentioned letter at page 157.

* The direction given by the Dist. Inspector of Schools (S. E.) Midnapore in regard to the voting right for the election of Teachers' representatives has been contradicted by the Secretary of the West Bengal Board of Secondary education vide his D. O. No. S/393 of June, 1977 to West Bengal Headmasters' Association.

—Editor.

Managing Committee of the original school constituted with the approval of the Board should manage the Higher Secondary stage under the direction of the Board.

In pursuance of the above decision communicated to the Board by Education Commissioner, Government of West Bengal in his letter No. 1185-Edn.(s) dt. 20.9.77, I am directed to request you kindly to take over the management of the Higher Secondary unit (Classes XI & XII) of your school immediately under intimation to the Board.

Instructions relating to staff pattern and allied matters will be issued in due course. No new appointment should be made until further instruction.

The circular is issued with the concurrence of the Director of Secondary Education, West Bengal and President, West Bengal Council of Higher Secondary Education

Sd/- Illegible

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta 700016

No. $\frac{\text{7342/G}}{\text{G/Misc/20}}$ Date 29.9.81

To
The Headmaster,
Uttarpara Union High School,
17, Ramhari Roy Lane,
P. O. Uttarpara, Dist. Hooghly.

Sub : Certain points for clarification in connection with the constitution or reconstitution of the Managing Committee of Non-Government Secondary Institutions (Aided and Unaided), 1969, as amended.

Ref : Your letter No. Genl/66/81 dt. 11.8.81.

Dear Sir,

I am directed to reply to your points seriatim :—

(i) The answer is in the affirmative, that is, any member of the teaching staff who is temporarily assigned to discharge the duties of the head of the institution will be able to perform all the duties relating to the holding of election of members for the purpose of constitution of the Managing Committee of a non-Government aided school according to the Management Rules forwarded by this office under No. S/MC-386/81 dated 7.7.81.

Comment : * Can the Head of the Institution under suspension, participate in the election of teachers' representatives or contest in the eleciton of office-bearers for the post of Secretary?

This vital question is to be clarified. The first portion of the question is self-explanatory. He or she can certainly cast vote as he/she is a teacher first. Suspension is not dismissal. The right of the teacher under suspension to participate in the election has been admitted bythe Board. Then why should not the same principle be followed in the case of the Head of the Institution? —Editor.

(ii) *A teacher or a non-teaching employee of an institution under suspension is eligible to vote and/or seek election to the Managing Committee from the category he belongs to.

Yours faithfully,
Sd/- N. Sinha

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta 16

Circular No. S/594 / G/Misc/20 Date 26.10.81

To : The District Inspector of Schools (Secondary Education).

Sub : Constitution/Reconstitution of the Managing Committee of the Recognized Non-Government Institutions (Aided and Unaided).

It is observed that in many cases the constitution/reconstitution of the Managing Committee of a Secondary Institution, which is completed by the election of office-bears, takes place when statutory term of the Managing Committee, under whose aegis such constitution/reconstitution is effected, is already over. This is in contravention of the provision of Rule 9(2) of the Management Rules, as amended from time to time which stipulates that "*the *date of election of Committee* for the purpose of its reconstitution shall be fixed at least sixty days before the expiry of the term of the existing Committee."

It is further observed that despite such a defect in the reconstitution of the Managing Committee, cases are forwarded by the District Inspector of Schools (Secondary Education) concerned through the Director of Secondary Education, West Bengal, to the Board for approval of the constitution/reconstitution of a Committee, as required under Rule 8(4) of the Management Rules.

In the circumstances aforesaid, the undersigned is directed to state that the District Inspector of Schools concerned are hereby requested to see that the reconstitution of a Committee including the election of office-bearers effected within the term as provided under Rule 9(2) of the Management Rules and that the heads of institution should be given necessary directions in this regard accordingly.

Sd/- N. Sinha
Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta 16

No. S/595 26th October, 1981

To : The Heads of all Recognised Secondary Institutions, West Bengal.

Sub : Election of the Managing Committee Explanation (1) under Rule 5 of the Rules.

The undersigned is directed to state that it has been observed that a teacher or a non-teaching employee of an institution whose name has been registered as a

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Comment: * 'The date of election of Committee' means that the date of election of guardians' representatives which should be fixed at least sixty days before the expiry of the term of the outgoing Managing Committee. No part of election programme should be left undecided because any action towards completion of election programme likely to become invalid. In such case, the Board is to be moved for extension of the term of the outgoing Committee for an appointment of the administrator. —Editor.

guardian is not eligible for election from the category of teachers and non-teaching staff on the Managing Committee in view of the provision contained under Explanation (1) of Rule 5 of the Management of Recognized Non-Government Institutions (Aided & Unaided) Rules, 1969, as amended.

2. It has, therefore, been decided by the Board that, in case where the rights of an intending teacher-candidate or a member of the non-teaching staff intending to contest election as a member of the teaching and non-teaching staff from the above category are being affected thereby, the election in respect of the category of teachers' representatives and non-teaching staff for those institutions only will stand deferred until further orders are issued by the Board on the basis of the approval of the Government of amendments of the provisions under Explanation (1) to Rule 5 of the Management Rules as proposed by the Board.*

In the above cases where the election from the teachers' constituency will stand deferred, the election in respect of the guardians' category and nomination of the local Panchayet Samity may be completed. Till the election of Teachers' representatives and non-teaching staff is held and other formalities, like co-option of a P. I. E. in case of an urban area under Rule 6A (3) (1), placement of a departmental nominee as required under Rule 6(vi) and election of office-bearers, are completed, submission of a report as required under Form 4 (MC) may be kept in abeyance.

3. Where, however, there are teacher-guardians or non-teaching employee guardians, the head of an institution will be required to ascertain first if such a teacher-guardian or a non- teaching guardian intends to stand for election from the teachers' constituency and obtain a declaration in that regard. In case, none of the teacher-guardians or non-teaching guardians intends on declaration to seek election from the aforesaid constituency, the election for constitution/reconstitution of the Managing Committee will be completed as usual as per provisions of the normal rules.

Sd/- N. Sinha
Secretary

GOVERNMENT OF WEST BENGAL
Directorate of Secondary Eduction
6, Bhabani Dutta Lane, Top floor, Calcutta 73

No. 4000(16) Sc/S Calcutta, the 4th December, 1981

From : The Director of Secondary Education, West Bengal

To : The District Inspector of Schools (SE)

Sub : Determination of the procedure as required in Rule 6A (I) and 6A (I)(i) of the rules for Mangement of Recognised Non-Government Institution (Aided and Unaided) 1969 as published after amendments in Government Notification No. 640 Edn(S) dated 24.6.81 in respect of Founders and Life-members.

Comment : * The matter has been clarified in the subsequent memo of the Board vide No. S/188 dt. March 11, 1982. —Editor.

His/her attention is drawn to the above and he/she is requested to follow the procedure as determined hereunder in respect of Founders and Life-members for the Managing Committees to be constituted/reconstituted according to above rules.

The District Inspector of Schools (SE) is authorised by the Director of Secondary Education, West Bengal to approve of the rotation of Founders and Life-members in the Managing Committees in the manner, indicated below.

(1) In case of Founders, serial as it stood in the forst resolution of the school in this behalf should be strictly adhered to, and the persons named first therein will serve as founder in the Committee to be constituted/reconstituted and others will serve as founder in the subsequent Committees according to the serial mentioned above. The rotation in this manner will be completed after the last name serves the Committee.

(2) The rotation of Life-members will be determined according to the dates of donation. In other words the person who donated first should be given first chance and so on unitl the rotation is completed.

This procedure of approval of Life-member/Founder does not, however, apply to the Managing Committees to be constituted/reconstituted according to Special Constitution for which papers are to be submitted to this Directorate for taking necessary action from this end.

Sd/- S. Rai Choudhuri
Director of Secondary Education
West Bengal

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta 16

Circular No. S/678 Dated : 16.12.81

Sub : Clarification regarding the nomination of Persons Interested in Education from the Local Panchayet Samity.

It is hereby notified for the information of all concerned that in cases where an institution does not fall within the jurisdiction of a Panchayet, as contemplated under Section 94 of the West Bengal Panchayet Act, 1973, the Manging Committee of such an institution will be required to co-opt a Person Interested in Education as provided under Rule 6A (3) (i) of the management Rules read with Procedure 24 of the said Rules.

2. In cases where an area has been brought under the purview of a Panchayet but a Panchayet Samity, as contemplated under Section 94 of the West Bengal Panchayet

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Comment : * Founders and Life members, accepted as such under rules and approved by the Dist. Inspector of schools (SE) are to be decided not by a process of election as it was in the past. The Dist. Inspector of schools (SE) is the recognized authority to determine the person or persons for representation on the Managing Committee. However, representation of such person or persons under 'Special Constitution' will be determined by the Board. Life-member or Founder recognized as such, under Special Constitution will be decided on the basis of documentary evidences by the Board/Director of Secondary Education.

—Editor.

Act, 1973, has not been constituted till now, the category of Person Interested in Education on the Managing Committee of an institution located in such an area will remain vacant.

Sd/- N. Sinha
Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION

77/2 Park Street, Calcutta-16

No.S/695 Dated : 28.12.81.

To

The Heads of all recognise
Secondary Institutions, West Bengal

Sub : Election of the Managing Committee—Explanation (1) under Rule 5 of the Management Rules 1969, as amended.

In inviting a refernece to the directions issued under Board's Circular No. S/595 dated October 26, 1981, the undersigned is directed to state that the matter relating to the amendment to the above rule, as proposed by the Board, is being processed by the State Government and the said amendment is expected to be published in the Calcutta Gazette shortly. As the reconstitution in respect of such institution could not be effected because of the deferment of the election for teachers' category while the election for the guardian's category has already been held by 31.12.81 as per the Amended Rules, the term of the Managing Committee/ tenure of office of Administrators in respect of all such Institutions is hereby extended upto 31.3.82 or till the election of the Managing Committee is completed with the election of office-bearers, which ever is earlier.

Sd/-N.Sinha
Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION

77/2, Park Street, Calcutta- 16.

No.S/696 Date : 28.12.81

To

The Heads of all recognised Secondary Institutions, West Bengal.

Sub : Election of the Managing Committee of Secondary Schols,as per the Amended Rules.

The undersigned is directed to state that in cases where the election of the Managing Committee has already been held as per the Amended Rules by 31.12.81, but the election of the Managing Committee could not be completed by the above date because of non-placement of a departmental nominee on the newly constituted Committee, the term of the Managing Committee/tenure of office of Administrators in respect of all such institutions is hereby extended up to 31.3.82 or till the election of the Managing Committee is completed with the election of office bearers, whichever is earlier.

Sd/- N.Sinha
Secretary

GOVERNMENT OF WEST BENGAL
Education Department
Secondary Branch

No. 114-Edn(S) Dated, Calcutta, the 3rd March, 1982

Notification

In exercise of the power conferred by sub-section (1) and in particular, by clause (d) sub-section (2) of section 45 of the West Bengal Board of Secondary Education Act, 1963 (West Bengal Act V of 1963), the Governor is pleased hereby to make, after previous publication as required by sub-section (1) of the said section, the following amendments in the Management of Recognised Non-Government Institutions (Aided and unaided) Rules, 1969, as subsequently amended (hereinafter referred to as the said rules) :—

Amendments

In the said rules :—

(1) in sub-rule (2a) of rule 4, after the words "and got approved by the Committee" omit the words* "at least thirty days prior to the date of publication of the provisional Voters list".

(2) in rule 5, in item (1) of the Explanation, for the words "categories under the provisions of" substitute the words "categories other than category (v) referred to in".

By order of the Governor
Sd/- B. N. Chatterjee
Spl. Secy. to the Govt. of West Bengal

WEST BENGAL BOARD OF SECONDARY EDUCATION

No. S/188 March 11, 1982

To : The Heads of all recognised Non-Govt. Institution in the State.

Sub : Election of the Managing Committee Explanation under rule 5 of the Management Rules 1969, as amended.

Ref : This office circular No. S/695 dt. 28.12.81, defertment of Election of Teachers & Non-teaching stafff.

The undersigned is directed to state that the Government has since amended the provision of Explanation (1) under Rule 5 of the Mangement Rules, 1969 [amended vide Govt. notification No. 114 Edn(s)] dt. 3rd March, 1982 removing the restriction that barred teacher guardians and non-teaching guardians of institutions from contesting the Election under the category of teachers and non-teaching staff, the heads of institution concerned are hereby requested to hold the Election of teacher and non-teaching staff and take up other follow-up steps to ensure early reconstitution of the Managing Committee.

2. The term of the Managing Committee tenure of office of the Administrator of such schools extended earlier upto 31.3.82 under Board's circular No. S/695 dt. 28.12.81 as

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Comment : * Formerly the Provisional Voters' List of guardians was required to get approved by the Managing Committee/Administrator at least 30 days before the date of publication. Later on, the limitation was dropped away as amended. —Editor.

referred to above, is now extended upto 31.7.82 or till the Election of the Managing Committee is completed with the election of office-bearers, whichever is earlier.

Sd/- N. Sinha
Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta 16

No. 2935/G / General File Date : 3.4.82

Sub : Clarification regarding cessation of membership due to absence under provision of Rule 13 of the Management Rules of the Recognised Non-Government Institutions (Aided and Unaided), 1969, as amended.

1. Cessation of membership of the Departmental Nominee on the Managing Committee of the school does not come within the perview of the provision of Rule 13 of the Management Rules.

2. The cessation of membership of the Founder-member on the Managing Committee of the school (where there is only one Founder-memebr) under the said Rule shall be decided by the Managing Committee of the School. If the Managing Committee decides otherwise, the members need not cease.

3. Since there is no provision for election in respect of the category of Founder-member, co-option is ruled out and the category will remain vacant for the rest of the period of the life of the Managing Committee of the school.*

4. *Where the number of Founder-members of a school is more than one, in case of cancellation of membership of a Founder-member under the said Rule another person may be nominated by the Director or by an Officer authorised by him in this behalf according to the procedure to be determined by him.

Sd/- M. Sengupta
for *Secretary*

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta 700016

Circular No. S/499 Dated : 13.5.82

To
The Heads of all Secondary Schools recognised by the Board.

Sub : Election under the category of Teachers' Representative and non-teaching employee and placement of a departmental nominee on the reconstituted Managing Committee.

Comment : * 'Period of life time of the Managing Committee of the School', means the tenure of function of the Managing Committee.

* There is no provision for co-option of a Founder member in case of a vacancy in the founder's Category. However, re-nomination of the second *founder* by the Dist. Inspector of Schools (S. E.) is not ruled out. —Editor.

The undersigned is directed to state that prior to the amendment of Explanation (1) under Rule 5 of the Management Rules by the State Government under Notification No. 114-Edn(S) dated the 3rd March, 1982, an election in respect of the category of teaching and non-teaching staff of an institution where teaching and non-teaching staff were registered as guardian-voters should be treated as void and deemed to have not taken place at all excepting in cases where such election was held as per directions indicated under Para 3 of the Board's Circular No. S/595 dated 26.10.81.

Since the said Govt. Notification No. 114-Edn(S) dated the 3rd March, 1982, has come into force, the Heads of Institutions may now hold the election under the Category of teachers and non-teaching staff in relaxation of the procedure 29(A) of the Election Procedure under the Management Rules and move the respective D.I.s for placement of a departmental nominee on the newly-elected Managing Committee and adopt other follow-up steps to hasten the completion of reconstitution of the Managing Committee.

Sd/- N. Sinha
Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta 16

No. S/606 Dated, Calcutta, the 21st June, 1982

To
The Management of all REcognised Non-Govt. Secondary Institutions in the State.

Sub : Proposal for approval of suspension of members of the teaching/non-teaching staff of secondary schools as required under Rule 28(9)(viia) of the Management of Recognised Non-Govt. Institutions (Aided and Unaided) Rules, 1969, as amended.

The management of recognized secondary institutions is hereby informed that they will strictly act according to the formalities, as set forth below, in the matter of submission of a proposal seeking Board's approval to the suspension of any member of teaching/non-teaching staff of the school under Rule 28(9)(viia) referred to above.

1. Any proposal for approval of suspension of a member of the teaching/non-teaching staff should contain the following particulars :

(a) Name and designation of the person concerned ;
(b) Date of appointment against a sanctioned post ;
(c) Date of order of suspension ;
(d) Copy of the resolution of the Managing Committee recommending such suspension ;
(e) Information about the payment of subsistence allowance to the person concerned;
(f) Whether there is any previous record of suspension and/or punishment against him, if so, give details.

2. Letter seeking approval of suspension shall be submitted within seven days of such suspension, containing the particulars as mentioned under 1 above, with the superscription **"Suspension under rule 28(9)(viia) of the Mangement Rules"** written legibly on the envelope.

3. The order of suspension shall normally be issued to a member of the teaching/non-teaching staff under Rule 28(9)(viia) when his/her presence in the school is deemed likely to prejudice the proper conduct of inquiry into the charges brought or to be brought against him/her.

4. Proceedings containing the articles of charges shall be drawn up against a suspended person within 90 (ninety) days from the date of his/her suspesion on the basis of a resolution of the Managing Committee and communicated to him/her without fail.

5. If such proceedings be not drawn up within 90 (ninety) days, the order of suspension shall automatically stand withdrawn as per provision of Rule 28(9)(viia) of the Management Rules.

6. The Board will acknowledge receipt of school's letter on the subject at the earliest opportunity.

7. If no acknowedgement letter is received from the Board within a month of despatch of school's letter, the school concerned shall send a reminder to the Secretary of the Board by name, bearing the superscription on the cover of the envelope — **"Reminder-suspension case"**.

8. If no communication about the decision of the Board on the school's proposal be received by the school concerned within two months of the date of submission of the proposal, the school authority will meet the Secretary of the Board with all relevant papers on the subject, with a prayer for expeditious disposal of the case.

Sd/- N. SINHA
Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta 16

No. S/607 Dated, Calcutta, the 21st June, 1982

To
The Management of All Recognized Non-Govt. Secondary Institutions in the State.

Sub : Proposal for obtaining approval in respect of disciplinary proceedings against any member of the teaching/non-teaching staff of secondary schools under Rule 28(8) and (8A) of the Management of Recognized Non-Govt. Institutions (Aided and Unaided) Rules, 1969, as amended.

The Management of recognized secondary schools is hereby informed that in the matter of submission of proposal seeking Board's approval for the initiation of disciplinary proceedings in respect of any member of the teaching/non-teaching staff of a school under Rule 28(8) and (8A) of the Management Rules, the formalities as set forth below shall be observed :

1. The school management shall initiate disciplinary proceedings against any member of the teaching/non-teaching staff of the school in two stages as noted hereunder :

(a) First Stage :

The procedure of the "first stage" shall comprise te following ad seriatim :—

(i) Resolution of the Managing Committee containing the charge against the person to be proceeded against;

(ii) Formal charge-sheet to be issued to the person concerned, containing the articles of charges as per resolution of the Managing Committee;

(iii) Reply to the charge-sheet by the person proceeded against to be submitted to the Managing Committee ordinarily within a fortnight from the date of receipt of the charge-sheet;

(iv) Consideration of the reply by the Managing Committee and its decision thereon, with the underlying reasons of taking such decision to be stated in detail.

The school management shall thereafter, send to the Board their proposal along with attested copies of all relevant papers coming within the scope of the 'First Stage' above.

If the Board considers there are sufficient grounds for taking disciplinary action against the person concerned on the basis of papers submitted by the school and also papers that may be subsequently called for, if necessary, the Board will accord first approval to the school's proposal for initiating disciplinary proceedings against him/her.

In all cases, the Board will acknowledge the school's letters on the subject at the earliest opportunity.

If no communication from the Board be received within one month of submission of the proposal regarding the punishment to be meted out to the teacher/non-teaching employee the school concerned will meet the Secretary of the Board along with all relevant papers with a prayer for expeditious disposal of the case.

(b) Second Stage :

The procedure of the second stage, if necessary, shall comprise the following and seriatim :

(i) On receipt of the Board's aforesaid approval, the Managing Committee shall issue a show-cause notice, on the basis of their resolution, to the person concerned ordinarily within a fortnight, specifying the nature of the punishment proposed to be awarded to him/her, as provided under Rule 28(8) or (8A).

(ii) On receipt of the person's reply to the show-cause notice, the Managing Committee shall consider the reply in its meeting and take a decision thereon in the form of a resolution.

(iii) The school management shall thereafter forward all relevant papers as mentioned in (i) and (ii) above, to the Board for consideration ordinarily within one month of the reply to the show-cause notice, as indicated under (b) (ii).

The Board will then consider the case in all its aspects, decide it finally and

communicate its decision to the school authority for implementation. The decision of the Board on the matter is final and binding upon all concerned.

2. The school management shall not remove any person from service or award any punishment **without the prior approval of the Board and without following the procedure** indicated under Rule 28 (8) and/or (8A) of the Mangement Rules as elaborated in item 1 above.

3. All communications relating to the aforesaid matter shall be sent to the Secretary of the Board by name, with the **superscription "Disciplinary Proceedings" written legibly on the envelop.**

4. In all cases, the Board will acknowledge the school's letters on the subject at the earliest opportunity.

5. If no communications from the Board be received within one month of submission of the proposal regarding the punishment to be meted out to the teacher/non-teaching employee, the school concerned will meet the Secretary of the Board along with all relevant papers with a prayer for expeditious disposal of the case.

Sd/- N. SINHA
Secretary

WEST BENGAL BOARD OF SECONDARY EDUCTION
77/2, Park Street, Calcutta 700016

Date 8.7.82

To
The Headmistress,
Kalipur Girls' High School.
P. O. Purba Nischintapur, Budge Budge, 24-Parganas.

Sub : Clarification on the reconstitution of the Managing Committee of the School.

Ref : Her letter No. RGH 205 and 90/81 dated 24.12.81 and 24.4.82 respectively.

The undersigned is directed to reply below seriatim to her queries as stated in the letters under references :

1. The present Management Rules do not debar a male member of the approved teaching and non-teaching staff of the school from seeking election from the category concerned.

Hence the action of the Managing Committee is not allowing one Sri J. Karmakar, an approved male teacher of the school from contesting election under the category of the teaching and the non-teaching staff was not in accordance with the Rules.

2. In regard to the eligibility of the staff appointed and approved in the sanctioned conditional additional post for casting and seeking election in the category of the teaching and the non-teaching staff, her attention is drawn to explanation under Rule 6A (4)(i) of the Management Rules which is self-explanatory.

3. A member of the staff who is on long leave and deputation, is eligible to cast vote or seek election, provided such leave and deputation is duly approved by the proper authority concerned. But procedure prescribed for election cannot be deviated from, for enabling such a member to cast vote or seek election.

In view of the above, she is requested to hold a fresh election in the category

of the teaching and non-teaching staff of the school after summer vacation in cancellation of the said election which was held on 4.12.81 and pray to the Board for necessay approval in this regard for completion of the reconstitution of the Managing Committee of the school, including the election of the office-bearers.

Sd/- S. Mukherjee
for Secretary

No. 3477(16)Sc/S Dated, Calcutta, the 8th July, 1982

From :The Deputy Director of Secondary Education (1), West Bengal

To : The District Inspector of Schools (Secondary Education).

Sub : Placing of departmental nominee on the reconstituted Managing Committee.

It has been found that some District Inspectors of Schools (Secondary Education) are not placing departmental nominees on the constituted/re-constituted Managing Committees within a reasonable time. As a result of this, the new Managing Committee cannot take over the charge of Schools, even though the members were duly elected from different categories. The District Inspectors of Schools (Secondary Education) are therefore, requested not to make any unnecessary delay in placing the departmental nominees. If they apprehend that the departmental nominee cannot be placed within one month on the date of election due to some complications, they should report that matter to the Directorate stating the reasons for witholding the departmental nominee. A copy of the report may also be sent to the Secretary, West Bengal Board of Secondary Education.

Sd/- Illegible
Deputy Director of Secondary Education (1)
West Bengal

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta 16

Circular No. S/707 August 29, 1982

To
The Heads of all recognized Non-Government
(Aided & Unaided) Institutions in West Bengal.

Sub : Substitution of Paragraph 24 of the Election Procedure regarding the co-option of a Person Interested in Education circulated to all recognized Secondary Institutions in the State through Board's Circular No. S/MC-386/81, dated 7th July, 1981.

The undersigned is directed to forward herewith the following Procedure for the purpose of co-option of a Person Interested in Education in substitution of the existing Procedure as laid down under Paragraph 24 of the Election Procedure.

The Substituted Procedure comes into force with immediate effect.

2. In cases, however, the co-option of a Person Interested in Education takes place in accordance with Paragraph 24 of the Existing Procedure regarding the co-option of a Person Interested in Education due to non-receipt or late receipt of the Substituted Procedure, on the co-option of a Person Interested in Education, such procedure will

also be deemed to be valid for the purpose for the period upto 30.10.82 in relaxation of the Substituted Procedure.

Sd/- N. SINHA
Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta 16

No. 8783/G / General File — Dated 4.9.82

To
The Headmaster,
Kalikatala Milan Vidyapith (High School),
P. O. Kalikatala (Via Canning Town), Dt. 24-Parganas.

Sub : Clarification of the placement of the nominee by the Panchayet Samity on the reconstituted Managing Committee of the School.

Ref : His letter No. 42/52 dt. 22.7.82.

The undersigned is directed to state that the nomination of a member of the staff of a particular school on the Managing Committee of the same school where he/she has been serving by the Panchayet Samity concerned, is not permissible under the existing Rules.*

Sd/- S. Mukherjee
For Secretary

AMENDMENT OF M. C. RULES

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta 16

Circular No. S/802 — October 20, 1982

Sub : Amendment of Note under Paragraph 4 of the Election Procedure regarding the "Date of Election" circulated to all recognized Secondary Institutions in the State under Board's Circular No. S/MC—386/81, dated July 7, 1981.

The undersigned is directed to state that the Note under Paragraph 4 of the Election Procedure regarding the 'Date of Election' has been amended as follows :

"Date of Election

4. ....

Note — There shall be no election for constitution or reconstitution of the Managing Committee before the 15th March of the Calendar year."**

Comments : * Can a member of the teaching and non-teaching staff of a School be nominated as a P. I. member on the Managing Committee of the school he/she serves? Answer : No, as clarified in the above circular.

** Formerly 15th April was fixed to be the date before which no election could be held. But after amendment as such, under above notificaiton 15th March has been fixed as target- date. —Editor.

The Amended Procedure comes into force with immediate effect.

Sd/- N. SINHA
Secretary

N.B. "Note — There shall be no election for constitution or reconstitution of the Managing Committee before the 15th of April of the Calendar year."

Procedure for holding election vide No. 4 Date of Election.

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta 16

Circular No. S/35 Date : 2.2.83

To
The Heads of all recognized schools
Under the West Bengal Board of Secondary Education

Sub : Amendment of Procedure 21 (b) in respect of Nomination of Local Panchayet Samity—Board's Circular No. S/MC-386/81 dated 7th July, 1981.

The undersigned is directed to state that the Procedure 21 (b) in respect of "Nomination of Local Panchayet Samity" has been modified as follows :—

After the words "ackowledgement due" in line 7 of the above Procedure, following words have been added :

"With the request to send the name of a nominee of Local Panchayet within 30 days from the date of election of guardian members on the Committee."

The Amended Procedure is reproduced below :

"Nomination of Local Panchayet Samity 21 (b) : In the case of an Institution within the jurisdiction of Panchayet, the Head of the institution or any other person authorised by the District Inspector of Schools or appointed by the Board under Rule 4(2b)/(2c) of the Rules, shall write to the Local Panchayet Samity to send the name of a nominee of the Local Panchayet Samity who is a Person Interested in Education as proviso to Rule 6 of the Rules, at least 15 (fifteen) days prior to the date of holding election of guardian members on the Committee, by registered post with acknowledgement due,* with the request to send the name of a nominee of Local Panchayet Samity within 30 days from the date of election of guardian members on the Committee. In the case of non-receipt of the name of a nominee from the Local Panchayet Samity within the said specified period, the matter shall be reported to the Board.

Sd/- N. SINHA
Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta 16

Circular No. S/36 Date : 2.2.83

To
The Heads of recognized schools under the
West Bengal Board of Secondary Education.

Comment : * "After acknowledgement due ..." the line – "with the request to send the name of a nominee ... within 30 days etc., have been incorporated." —Editor.

Sub : Re-arrangement of Paragraph 25 (A), 25 (B) and 25 (C) in respect of Procedure under Election of Office Bearers — Board's Circular No. S/MC-386/81, dated 7.7.81.

The undersigned is directed to say that paragraphs 25(a), 25(b) and 25(c) indicating the Procedure of Election of Office-Bearers for urban area and rural area published in the Board's Circular No. S/MC-386/81, dated 7th July, 1981 have been rearranged as follows :

"Election of office-bearers"

25(a)—**For Urban Area :** After the co-option of a member on the newly constituted committee as per Rule 5A (3) (i) of the Rules, the Head of the institution or any other person authorized by the District Inspector of Schools or appointed by the Board under Rule (2b) (2c) of the Rules, shall, within ten days of the co-option of a member on the Committee, convene the first meeting of the elected/nominated and co-opted members and the life-members, if any, of the newly constituted/reconstituted Committee for the purpose of election of office-bearers with clear 7 (Seven) days notice for the holding of such a meeting.

25(b)—**For Rural Area :** In case of an institution referred to under Clause 21(b) of the Procedure, the first meeting of the elected, nominated and ex-officio members and the life-member, if any, shall be convened by the Head of the institution of any other person authorised by the District Inspector of Schools or appointed by the Board under Rule 4 (2b) (2c) of the Rules for the purpose of election of office-bearers within 15 (fifteen) days from the date of receipt of the name of a departmental nominee from the District Inspector of Schools (Secondary Education).

25(c) : The convener of the meeting in respect of 25(a) and 25(b) who may be either the Head of the Institution or any other person authorized by the District Inspector of Schools or appointed by the Board under Rule 4 (2b) (2c) of the Rules, shall conduct its proceedings till the election of the President for the meeting, following which the election of office-bearers shall be held. In case of a tie, drawing of lots for one only, shall be applicable to resolve the tie."

Sd/- N. SINHA
Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta 16

No. 1984G / 089-110/143 Date : 2.3.1983

To
The Headmaster,
Rani Rashmoni High School,
101/A, S. N. Banerjee Road, Calcutta-700014

Ref : Your letter No. SB/47/82 dated 11.12.82

Dear Sir,

In reply to your queries I am directed to state seriatim as follows :

1. Staff Council—There is provision of a President (ex-officio Headmaster) and one Secretary in your Circular No. Nil. Can the M.C. provide one Vice-President and one Joint Secretary while constituting the Staff Joint Secretary while constituting the Staff Council ?	1. No.
2. There is provision for representation of non-teaching staff on the Managing Committee but no Class IV staff can be a member of the Staff Council. Should there form a separate Council of their own ?	2. No. As the existing rule does not provide for such inclusion.
3. Whether a Physical Education Teacher under N.D.S. Category appointed/deputed to the school by the D.P.I. West Bengal, will be a member of the Staff Council with voting right ?	3. Teachers from the category of N.D.S. are not entitled to be members of Staff Council.
4. Who will bear minimum expenses of meetings of the Staff Council ? Can the members raise a fund with monthly subscriptions/donations from themselves to meet the meeting expenses ?	4. This is abosolutely an internal matter which to the decided by the members themselves and school fund school fund should not be taxed for this purpose.

Yours faithfully,
R.Basu
for Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta-16

No. $\frac{2482/G}{0538-213/112}$ Date : 11.3.1983

To
The Director of Secondary Education, West Bengal,
6, Bhabani Dutta Lane (Top Floor), Calcutta-73

Sub : Clarification regarding Ex-officio membership and Joint Secretaryship of Headmasters/Headmistresses where two Headmasters/Headmistresses are working—Jahannagar Kumarananda High School, P.O. Jahannagar, Dist. Burdwan.

Ref : His letter No. 3463-Sc/S dated 23.11.82

Comment : The question of representation as the Head of the Institution has arisen due to presence of two incumbents, one, the existing one and the second, the victimised returned to his post and accepted as such of Govt. Circular. —Editor

The undersigned is directed to state that the Executive Committee of the Board after due consideration at its 23rd Meeting held on 7.2.83 resolved as follows :

"thet in all such cases, the lawful and the Senior Headmaster/Headmistress who was subsequently re-instated in the services of the school, as per Government Order No. 1071-Edn.(S) dated 19.8.77 be given the position of ex-officio member as well as the position of Joint-Secretary on the Managing Committee."

Sd/- M. Sengupta
for Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta 16

No. 10892/G, General File Date : 21.12.83

To
The Headmaster
Chapla High School
P.O. Chapla, Dist. 24-Parganas.

Sub : Procedure to cast votes by the Blind, the Illiterate and the Physically Handicapped voters for the Constitution/reconstitution of the Managing Committee of the School.

Ref : His letter No. 82/83, dated 1.12.83.

The undersigned is directed to state that the Election Officer appointed for the Constitution/Reconstitution of the Managing Committee of the school will be requested by him to help such voters in casting their votes for the proposed Managing Committee's election, maintaining strict impertiality and secrecy.

Sd/- S. K. Mukherjee
for Secretary

GOVERNMENT OF WEST BENGAL
Education Department (Secondary Branch)

No. $\frac{\text{46–Edn(S)}}{\text{7C–62/83}}$ Dated, Calcutta, The 24th January, 1984

From: Shri S. Ghosh
Deputy Secretary to the Govt. of West Bengal

To : The Secretary,
West Bengal Board of Secondary Education, West Bengal.

Sub : Nomination of members by the Panchayet Samities in the Managing Committees of Non-Govt. Secondary Institutions.

Sir,

I am directed to say that a provision for inclusion of a person in the Managing

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Comment : * What are the terms of Rule 11 of the Management ? The Panchayet nominee can be any person irrespective of his qualification or status. Even a member of the Panchayet Samity, once nominated as a P. I. member shall enjoy the right to represent the Panchayet for the full terms even if he had lost his membership subsequently. (Vide Circular No. S/76 dt. 16th Feb., 1984 of the W. B. Board of Sec. Edn.). —Editor

Committee of a Non-Govt. Secondary Institution nominated by the Local Panchayet Samity, has been made in Rule 6(iv) of the Management of Non-Govt. Secondary Institution (Aided & Unaided) Rules, 1969 as amended. Most of the Panchayet Samities have co-operated with the Govt. Institutions by sending their nominees in the Managing Committees. Complications are reported to have arisen after the newly elected Panchayet Samities have taken charge of offices. It has now been represented to Govt. that, in certain cases, the newly formed Panchayet Samities have replaced the existing nominees in the Managing Committees by new nominees though the terms of the Managing Committee have not yet expired.

Govt. have taken legal advice in the matter. Govt. have been advised that since a Panchayet Samity is a body corporate having perpetual succession and a common seal [Sec. 94(4) of the West Bengal Panchayet Act, 1973] it continues to exist as the same body corporate despite change of the members of the Samity from time to time by periodical elections. A valid nomination once made by a Panchayet Samity must have its full term (full term of the Managing Committee or the unexpired portion thereof) and the nominee cannot be replaced by a fresh nomination unless the nominee ceases to be a member of the Managing Committee in terms of rule 11* of the Management of Recognised Non-Govt. Institutions (Aided & Unaided) Rules, 1969.

It is requested that all concerned may kindly be instructed accordingly.

Yours faithfully,
Sd/- S. Ghosh
Deputy Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta 16

No. S/76 Dated the 16th February, 1984

Notification

To
The Heads of all recognised Non-Government
Secondary Schools in West Bengal

Sub : Nomination of members by the Panchayet Samities in the Managing Committees of Non-Government Secondary Institutions.

The undersigned is directed to state that the Board has since received a number of enquiries seeking clarification as to whether the person nominated by the Panchayet Samity on the Managing Committee of a school can be replaced by a fresh nomination within full term of the Managing Committee or the unexpired portion thereof.

A clarification was sought for from the State Government on the above matter.

The State Government in his memo No. $\frac{\text{46–Edn(S)}}{\text{7C–62/63}}$ dated 24.1.1984 opined that since a Panchayet Samity is a body corporate having perpetual succession and a common seal [Sec. 94(4) of the West Bengal Panchayet Act, 1973] it continues to exist as the same body corporate despite change of the member of the Samity from

* A Panchayet nominee once nominated by the Panchayet Committee can enjoy the full term even if the P. Committee loses its term. So the question of fresh nomination does not arise. —Editor.

time to time by periodical elections. A valid nomination once made by a Panchayet Samity must have its full term (full term of the Managing Committee or the unexpired portion thereof) and the nominee cannot be replaced by a fresh nomination unless the nominee ceases to be a member of the Managing Committee in terms of rule 11 of the Management of Recognized Non-Government Institutions (Aided and Unaided) Rules, 1969, as amended.

A copy of Education Department's Memo No. $\frac{\text{46–Edn.(S)}}{\text{7C–62/63}}$ dated 24.1.84 referred to above is given at page 179.

Sd/- A. K. Dasgupta
Deputy Secretary (general)

AMENDMENT OF MANAGEMENT RULES

Government of West Bengal
Education Department
Secondary

No. $\frac{\text{777–Edn.(S)}}{\text{8B–3/83}}$ Dated Calcutta, the 9th August, 1984

In exercise of the power conferred by Sub-Section (1), and in particular, by clause (d) of sub-section (2) of section 45 of the West Bengal Board of Secondary Education Act 1963 (West Bengal Act V of 1963), the Governor is pleased hereby to make, after previous publication as required by sub-section (1) of the said section, the following amendments in the Management of Recognised Non-Government Insitutions (Aided and Unaided) Rules, 1969, published with this department notification No. 1598-Edn.(S), datd the 15th July, 1969, at pages 2223-2230 of Part I of the "Calcutta Gazette, Extraordinary", dated the 15th July, 1969, as subsequently amended (hereinafter referred to as the said rules) :—

Amendments

(1) In the said rules,—

(1) in rule 2,—

(i) for clause *(e)*, substitute the following clause :— '(e) "Director" means the Director of School Education, West Bengal;'

(ii) after clause *(e)* insert the following clause :— '*(ee)* "Executive Committee means the Committee constituted under clause *(aa)* of section 18 of Act;'

(iii) after clause (f), insert the following clause — '(ff) "Sanctioned post" means the post of teaching or non-teaching staff sanctioned by the Director or by an officer authorised by him in this behalf;'

(2) in sub-rule (2) of rule 4, for the words "at least" in the two places where they occur, *substitute* the words "not less than"'

(3) in rule 5, —

(a) omit clause (2) of the *Explanation*;

(b) in clause (b) of the Note, for the words "the Board" substitute the word "the Executive Committee";

(4) in rule 6,—

(a) for the proviso to clause (iv), *substitute* the following proviso :

"Provided that in the case of an institution located within the jurisdiction of a *Panchayet* one person interested in education shall be not nominee of the local *Panchayet* Samiti. The person so nominated shall be a resident of the locality within the jurisdiction of the said "Panchayet Samity";

(b) add the following proviso at the end —

"Provided that no person shall be eligible to represent more than one category";

(5) In rule 6A, —

(a) in sub-rule (1), omit clause (iii)

(b) to sub-rule (2), after the first proviso, *add* the follwoing further proviso :

"Provided further that the member to be nominated by the District Inspector of Schools under the first proviso shall be placed by the district Inspector of schools concerned within thirty days from the date of election of members from different categories. The Head of the Institution shall, in case of default on the part of the District Inspector of Schools, inform the Executive Committee of the matter immediately after the expiry of the period referred to above and, in that event the Executive Committee shall take such action in consultation with the director as it deems fit";

(c) in sub-rule (3),—

(i) to clause (ii), after the first proviso, add the following further proviso :

"Provide further that the memeber to be nominated by the Local *Panchayet Samiti* under the first proviso shall be placed by the Local *Panchayet Samiti* within thirty days from the date of election of the members from different categories. The Head of the institution shall, in case of default on the part of the Local *Panchayet Samiti*, inform the Executive Committee of the matter imeediately after the expiry of the period referred to above and, in that event the Executive Committee shall take such action as it deems fit";

(ii) after clause (i) as so amended, insert the following clause :—

*(ii) the Head of a newly recognised institution shall, prior to the election of office-bearers, convene a meeting of the elected, nominated and *ex-officio* members and the Life member, if any, of the newly constituted Committee and consider the name(s) of founder(s) of the institution required under clause (b) of the Note below rule 5 :

Provided that in the case of an institution in an urban area, the Head of a newly recognised institution shall, prior to the date of election of office-bearers, also consider the name(s) of founder(s) of the institution and approve the same as indicated in clause (b) of Note below rule 5, at a meeting of the elected, nominated

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Comment :* This amendment is also applicable in the case of old institutions. —Editor.

and *ex-officio* members and Life member, if any, convened for the purpose of co-option of a person interested in education as provided in clause (i) of sub-rule (3) of rule 6A";

(d) in sub-rule (4) for the *Explanation* under clause (i), *substitute* the following *Explanation* :—

> "**Explanation** — Members of the teaching and non-teaching staff mean wholetime members of the teaching and the non-teaching staff working against sanctioned posts or additional sanctioned post, including probationers who have completed at least four months' continuous service on the date of election."

(e) after sub-rule (4), *add* the following sub-rule :—

"(5) In case of any dispute the matter shall be referred to the Executive Committee whose decision in the matter shall be final";

6. in rule 8, —

(a) For the title "POWER OF BOARD TO APPROVE AND SUPERSEDE COMMITTEE," *substitute* the following title :—

"Power of Executive Committee to approve and supersede Committee, to appoint Administrator or Ad-hoc Committee and to ... special constitution.";

(b) in sub-rule (1), and the proviso *for* the words "the Board", wherever they occur, *substitute* the words "the Executive Committee"'

(c) After sub-rule (1) insert the following sub-rule :—

"(1a) The Executive Committee shall have also power to appoint an Administrator or ad-hoc Committee in respect of any institution where the term of the Committee has expired, but the Committee has not been reconstituted for any reason whatsoever.";

(d) for sub-rule (2), substitute the following sub-rule :—

"(2) An Administrator or an ad-hoc Committee, appointed under sub-rule (1) or sub-rule (1a), shall exercise the power and perform the functions of the superseded Committee or of the Committee whose term has expired, as the case may be ordinarily for one year and the Executive Committee may, by order, extend, in special circumstances, the term of office of the Administrator or the Ad-hoc Committee, as the case may be, by a further period, not exceeding six months at a time so, however, that the total period shall not exceed two years and the Administrator or the Ad-hoc Committee, as the case may be, shall take steps to reconstitute the Committee under these rules before the expiry of the term of office of the Administrator or the Ad-hoc Committee, as the case may be.

In exceptional circumstances which are beyond the control of the Administrator or the Ad-hoc Committee, the term may, on the application of the Administrator or the Ad-hoc Committee, be extended by the Executive Committee for such period as the Executive Committee deems fit.";*

Comment : * Formerly, the term of extension of the Committee or Administrator was limited to six months to one year. But in the amended rules, the limitation has been removed. —Editor

(e) in sub-rule (3), and the proviso thereto, for the words "the Board" wherever they occur, *susbtitute* the words "the Executive Committee";

(f) in sub-rule (4), for the words "the Board" wherever they occur, *substitute* the words "the Executive Committee";

7. In sub-rule (3) of Rule 9, for the words "the Board" in the two places where they occur, *substitute* the words "the Executive Committee";

8. in rule 10, —

(a) for sub-rule (3), and the Explanation thereunder, *substitute* the following sub-rule :—

"(3) Fifty percent of the total number of members of the Committee shall form a quorum for a meeting of the Committee, fraction, if any, being computed as one.";

(b) after sub-rule (3) add the following sub-rule, —

"(4) if any category of members of the Committee remains unrepresented, there shall be no bar to the constitution or the reconstitution of the Committee provided the Executive Committee accords necessary permission.";

9. for rule 11, *substitute* the following rule :—

"11. *Casual vacancy,* (1) If any member of the Committee ceases at any time to fulfil the qualificaiton in respect of which he was elected, nominated or co-opted he shall cease to be a member and the vacancy so caused shall, subject to sub-rule (2), be filled by election, co-option or nomination, as the case may be.

(2) Any casual vacancy in the office of a teacher or a non-teaching employee shall be filled up by election in the manner laid down in rule 6A.

(3) Casual vacancies other than the vacancy in the office of a teacher or a non-teaching employee shall be filled up by co-option from the original list of voters* on the basis of which the Committee was constituted or reconstituted, but the member so co-opted shall represent the interest in respect of whch the vacancy occurs.

(4) Any member elected, nominated or co-opted to fill a casual vacancy shall hold office for the unexpired portion of the term of office of the representative whose place he fills."

10. (a) in rule 12, and in the proviso thereto, *for* the words "the Board" in the two places where they occur substitute the words "the Executive Committee".

(b) in the first proviso, in the second line *omit* the words "with prior approval of the State Government."

11. In rule 13, after the word, figure and letter "rule 6A", *add* the following words, brackets and figures "and the member as defined in clause (vi) of rule 6."

12. in rule 14, *for* the words "the Board" in the two places where they occur, *substitute* the words "the Executive Committee."

13. in rule 24, for the words "the Board" appearing in the second line, *substitute* the words "the Executive Committee."

14. for rule 29, *substitute* the following rule —

"29, *Staff Council — The Committee of each institution shall constitute a Staff

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Comment : * It means the Voters' list framed at the time of Election. —Editor.

Council composed of all whole-time teaching and non-teaching staff, permanent and temporary, working against sanctioned posts or sanctioned additional posts for not less than two years, with the Head of the Institution as its president. The Secretary of the Council shall be elected from amongst its members. The Council may discuss all matters of academic interest and other problems relating to the development of the institution and may recommend to the Committee, measures for improvement of the institution. The Committee shall record the action taken on the recommndation, indicating reasons in the case of its non-implementation";

15. for rule 30, *substitute* the following rule —

"30. Academic Council — (1) The Committee of each Institution shall constitute an Academic Council composed of the Head of the Institution, the Assistant Headmaster or Assistant Headmistress, if there be any, as the case may be, and not more than 3 members elected from amongst the members of the teaching staff including the Librarian and the Assistant Librarian where there is one, working against sanctioned posts or sanctioned additional posts for not less than two years.

The Head of the institution and the Assistant Headmaster or the Assistant Headmistress, as the case may be, shall be the President and the Secretary of the Council respectively.

Where there is no Assistant Headmaster or Assistant Headmistress, one from amongst the elected members shall be elected Secretary of the Academic Council. In case of any casual vacancy, it shall be filled up by election at a meeting convened for the purpose. The Head of the institution shall preside over the meeting.

In case of an Institution with Higher Secondary Classes (Classes XI and XII) recognised by the West Bengal Council of Higher Secondary Education, the total number of members of the Academic Council including the President and the Secretary shall, in no case, exceed 5.

(2) The Head of the Institution shall convene a meeting within one month from the first meeting of the newly constituted or reconstituted Managing Committee and the teacher-members including Librarian, Assistant Librarian, if any, of the Academic Council shall be elected in that meeting. Where there is an Ad-hoc Committee or an Administrator, the Academic Council shall be constituted as per provisions of this rule as and when directed by the Executive Committee and shall continue to function for the period determined by the Executive Committee from time to time.*

(3) The Council may discuss matters connected with (i) admission, (ii) promotion, (iii) selection of books, (iv) time table of school hours and (v) measures relating to the improvement of teaching and co-curricular activities. The Head of the Institution shall, ordinarily, be guided by the advice of the Council in matters specified above.

Comment : * Formerly in the Staff Council, representation of the non-teaching Class IV staff was restricted. Now in the above amendment, the bar of representation has been withdrawn. Even a non-teaching staff can contest for the post of Secretary of the Staff Council.

* The term of the Academic Council constituted or reconstituted during the tenure of the Administrator or Ad-hoc Committee shall continue to function for the period to be determined by the Board. Is 'Academic Council' an Advisory Body? It is an advisory Body no doubt. But it is given the right to make complaint against the Head of the Institution to the Managing Committee for any final decision. —Editor.

But the Head of the Institution may for reasons to be recorded in writing, over-rule the advice of the Council, in which case any member of the Council who may be in disagreement with the decision taken by the Head of the Institution, may refer the matter to the Committee whose decision thereon shall be final.

By order of the Governor,
Sd/- A. K. basu
Secy. to the Govt. of West Bengal.

Notification

No. S/1/85 Dated 14.1.85

Copy forwarded for information :

(1) Heads of all recognised Non-Govt. Secondary Schools in West Bengal.

(2) Director of School Education, West Bengal.

(3) All District Inspectors of Schools, S. E.

(4) All Teachers' organisations.

(5) Regional offices, Calcutta, Burdwan, Midnapur, North Bengal.

(6) 'Parsat Varta' for notification.

Sd/- S. P. Bhattacharjee
Secretary
West Bengal Board of Secondary Education

WEST BENGAL BOARD OF SECONDARY EDUCATION

77/2, Park Street, Calcutta -16

No. S/218 Date : 5.6.85.

NOTIFICATION

The Heads of all recognised Schools under this Board are hereby informed that -

(1) The Schools which could not hold election due to various reasons after 14.3.85 for constitution/reconstitution of the Managing Committee and complete the same within 30.6.85 in terms of Board's notification No.S/835 dt.16.11.84 are hereby directed to hold election and complete the constitution /reconstitution of the Managing Committee by 30.9.85.

(2) To complete the constitution /reconstitution of the Managing Committee, the term of the Managing Committee/Administrator/ Ad- hoc Committee of those schools are hereby extended up to 30.9.85, unless otherwise directed by the Board in specific cases.

Sd/- S.P. Bhattacharyya
Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta 16

Memo No. 3919/L/3 Dated 14.6.85

To
The Secretary,
Joygram Janakinath High School,
P. O. Minakhan, Dist. 24-Parganas.

Sub : Nomination of Panchayet Samity on the Managing Committee.

Ref : His letter dated 16.5.85.

The undersigned is directed to state that the nomination of a member of the staff of a particular school on the Managing Committee of the same school where he/she has been serving by the Panchayet Samity concerned, is not permissible under the existing Rules.

Sd/- P. Neogy
for Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta 16

The Headmistress,
Gazipur Balika Vidyalaya,
P. O. Gazipur,
Dist. Howrah.

Sub : Clarification regarding hours of the meeting of the Managing Committee, Staff Council and Academic Council.

Ref : Your letter No. Nil dated 4.3.85

Madam,

In response to your letter under reference, I am directed by the President, West Bengal Board of Secondary Education, to state as follows :

(1) *The calling of any meeting of the Managing Committee, Staff Council and Academic Council during school hours hampering the teaching is not permissible. All such meetings should be called either after school hours or on holidays, including Sundays.
(2) As Managing Committee, Staff Council and Academic council are all voluntary bodies, the members thereof are expected to attend the meetings voluntarily, if called after school hours or on holidays, for the interest of the Institution.
(3) The Meeting of the Managing Committee, Staff Council and Academic Council called on week days, provided these are holidays and after school-hours, are valid.

Memo No. 4138/G/1
Dated 28.8.85

Yours faithfully,
Sd/- M. Sengupta
for Secretary

Comment :* Calling of the meeting of the Managing Committee or Staff Council or Academic Council during school hours is not advocated. —Editor.

GOVERNMENT OF WEST BENGAL
Education Department
Office of the Secretary,
West Bengal Madrasah Education Board
19, Haji Md. Mohsin Square, Calcutta-16

Memo No. 438 Dated, Calcutta, 9th September, 1985

From : The Secretary, West Bengal Madrasah Education Board.

To

The Head of all Recognised,
High/Jr. High and Senior Madrasah in West Bengal

Sub : Eligibility of the Additional Teacher to contest in the election of the Teachers' representative of the Managing Committee.

In terms of the resolution adopted in the meeting of the West Bengal Madrasah Education Board held on 3rd August 1985, I am to inform you that the teachers (whole time) appointed in the sanctioned additional posts of a Madrasah and subsequenly abosrobed on substantive basis under the order of the comeptent authority be regarded as eligible for constesting in the elction of the teachers' representative of the managing Committee provided this Board accords approval of their appointment before their absorption on substantative basis. The additional temporary teaches appointed for limited period i.e., for 2 years however, be not allowed either to vote or to contest in the election of the Managing Committee.

Sd/- Z. Hyder
Secretary,
West Bengal Madrasah Edn. Board

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta-16

No. S/1 Date : 4.1.86

NOTIFICATION

Sub : Special constitution of the Managing Committee of recognised schools under West Bengal Board of Secondary Education.

It is hereby notified for information of all concerned that schools which have been granted special constitution of their Managing Committee after 7th July, 1981, will continue to reconstitute their Managing Committees according to the same approved structure until further orders.

Sd/- Sudin Chattopadhyay
Secretary

Copy forwarded for information to :

1. The Director of School Education, West Bental.
2. All the District Inspector of Schools (SE)
3. All members of the Board.

WEST BENGAL BOARD OF SECONDARY EDUCATION

77/2, Park Street, Calcutta 16

No. S/45 January 24, 1986

NOTIFICATION

In terms of the resolution adopted by the Executive Committee of the Board at its meeting held on 17.1.86, the heads of all recognised secondary schools under this Board are hereby informed that —

The term of the Managing Committee/Administrator/Ad-hoc Committee of those schools which has expired or expires on or before 31.5.86 is hereby extended upto 30.6.86 unless otherwise directed by the Board in specific cases.

Those schools who have already drawn up an election programme for the purpose of constitution/reconstitution of the Managing Committee of the school will proceed to complete the constitution/reconstitution of the Managing Committee in accordance with the election programme. Other schools covered by this notification who have not yet taken any steps towards constitution/reconstitution of the Managing Committee are also directed to take necessary steps for completion of constitution/reconstitution of their Managing Committees by 30.6.86.

Sd/- **S. Chattopadhyay**
Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION

77/2, Park Street, Calcutta 16

No. S/70 Date : 3.2.86

NOTIFICATION

In term of the resolution adopted in the Executive Committee of the Board at the meeting held on 1.2.86, the Heads of recognised secondary schools concerned under this Board are hereby informed that :

Schools having administrative vacuum due to absence of a valid Managing Committee/Administrator/Ad-hoc Committee but functioning with D.D.Os appointed by the appropriate authority are brought under the charge of Administrators w.e.f. 1.2.86 by the appointment of those D.D.Os as Administrators in respect of those schools. These appointments are for a period upto 31.12.86 or till the reconstitution of the Managing Committee or until further orders, whichever is earlier.

D.D.Os thus appointed Administrators will assume charge of the respective schools forthwith.

The Administrators will exercise such financial powers and perform such functions and duties as are vested in the Managing Committees of the schools.

They will take steps to complete reconstitution of the Managing Committees within the period of their administratorship.

This order is not, however, applicable to school/schools where there is a legal

bar to the appointment of Administrator.

Sd/- **Sudhin Chattopadhyay** (Secretary)

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

43, Kailash Bose Street, Calcutta-6

No. F914(17)/Secy/86 Date : 4.4.86

From : The Secretary
W. B. Council of H. S. Education.

To : The Headmistress
Kaligati Smriti Nari Sikshaniketan (Independent), P. O. Suri, Birbhum.

Sub : Composition of a Managing Committee for such plus two (Independent) Institution recognised by W. B. Council of Higher Secondary Education.

Dear Madam,

With reference to the above subject I would like to inform you that composition of a Managing Committee for such plus two (Independent) Institution recognised by W. B. Council of Higher Secondary Education has duly been approved under G. O. No. 15-Edn.(H. S.) dt. 18th February, 1986 in the following manner for a period of three years w.e.f. the date of issue of above orders or until further orders whichever is earlier. I would like to request you to please take immediate steps for the constitution of the Managing Committee and approach for placement of Government Nominee and Council's representative to the respect authorities.

Yours faithfully,
Sd/- **A. Banerjee** (Secretary)

****Composition of the Managing Committee :***

(1)	Headmaster (Secretary to the Meeting)	1
(2)	Teachers' Representative	2
(3)	Non-teaching Staff representative	1
(4)	Government Nominee	1
(5)	Council's Representative	1
(6)	Guardians' Represenatives (To be co-opted by the members of the committee)	2
(7)	Person interested in Education (To be co-opted by the members at its first meeting preferably from among the sponsorors)	1
		9

WEST BENGAL BOARD OF SECONDARY EDUCATION

Comment : *This is not applicable int he case of integrated Higher Secondary Schools. There are a few independent Class two (XI & XII) Institutions and the Managing Committee of those institutions are constituted according to new Provisions referred to above. —Editor.

77/2, Park Street, Calcutta-16

No. Date :

To The Heads of all recognised High & Junior High Schools in the State.

Sub : Procedure for holding election of members for the purpose of constitutions or reconstitutions of the Managing Committeess of Non-Govt. Institutions (Aided and unaided) in reference to Rule 9 of the Management of Recognised Non-Government Institutions (Aided and Unaided) Rules, 1969, as amended from time to time.

The undersigned is directed to stat that the times indicated under "Execution of Election Programme" under item 17 of the Election Procedure and in the Specimen of Programme for holding election of members of the Managing Committee under Form I.M.C are modified as follows :-

"EXECUTION OF ELECTION PROGRAMME"

17. The programme shall contain the precise dates and hours of election :

(i) Publication of the Provisional Voters' List at least 30 (thirty) days before the date of election —
... ... between 11 a.m. and 2 p.m.

(ii) Submission of claims to inclusion or objection, if any, against omission or inclusion of any neme(s) in the Provisional Voters' List withing 8 (eight) days from the date of publication of Provisional Voters' List
... ... between 11 a.m. and 2 p.m.

(iii) Publication of the Final Voters' List not less than 15 (fifteen) days before the date of election.
... ... between 11 a.m. and 2 p.m.

(iv) Submission of Nomination Paper(s) by the contesting candidates(s) not less than 7 (seven) days before the date of election.
... ... between 11 a.m. and 2 p.m.

(v) Scrutiny of Nomination Paper(s) by the contesting candidates(s) not less than 5 (five) days before the date of election.
... ... at 2 p.m.

(vi) Withdrawal of Nomination Paper(s) within 24 (twenty four) hours of the scrutiny of Nomination Paper(s).
... ... .between 11 a.m. and 2 p.m.

(vii) Holding of election of member(s) to the Committee from 9 a.m. to 12 noon and from 1 p.m. to 4 p.m., if necessary.

NOTE : *In the case of school sitting in the morning shift, suitable time for election programme will be fixed by the Head of the Institution in consultation with the Managing Committee.*

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta-16

Circular No. S/56 Date : 4.2.89

From : The Secretary
West Bengal Board of Secondary Education.

To : The Heads of all recognised Non-Govt.
(Aided & Unaided) Secondary Schools.

Sub: Extension of term of Managing Committee/Administrator/Ad-hoc Committee.

In view of the change of academic session of Secondary Schools in the State, the Executive Committee of the Board considered the matter of general extension of the terms of the Managing Committees/the Administrators/the Ad-hoc Committees at its 90th meeting held on 17.1.89 and resolved that the life of the Managing Committees/Administrators/Ad-hoc Committees whose statutoty terms expired on or after 31.12.88 or will expire hereafter be extended up to 15.9.89 or till their reconstitution/until further orders whichever is earlier.

The School authorities who have already initiated arrangements for reconstitution of the Managing Committees or intends to do so following the existing Management Rules and Procedures with date of election on or before 30.4.89 should however, complete the process of such reconstitution.

This does not apply to cases where there are any Court order to the contrary.

This has reference to Board's Circular No. S/716 dt. 22.9.88 (regarding change of session).

The School authorities are hereby directed to act accordingly.

Sd/- Sudin Chattopadhyay
Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta - 16

Circular No. S/125 Dated Calcutta 20.3.89

To : The Secretary/Administrator/Heads of all Recognised Secondary Institutions in the State.

Sub: Procedure for holding election of members for the purpose of constituting or reconstituting the Managing Committee of Non-Government Institutions (Aided & Unaided)

Consequent upon the decision to start the academic session from 1st May instead of 1st January, the following amendments, on the above subject, have been made by the Board in accordance with the provision made under Rule 9 of the Management of Recognised Non-Governmennt Institutions (Aided and Unaided)

Rules, 1969, as amended :-

AMENDMENTS

In the said procedure ....

(1) in Clause 4—Date of election—

Note

For under Clause 4 substitute the following Clause :—

Note : (i) The process of election for constitution or reconstitution of the Managing Committee viz, preparation of provisional voters list under the category of 'Gurdians' etc., shall not commence before 16th July of the calender year.

(ii) The date of election under the category of Gurdians for constitution or reconstitution of the Managing Committee shall not be fixed before 16th August of the calender year.

(2) In Clause 8—for Note (ii), substitute the following Clause :—

Note (ii) No first admission upto class IX shall be made after the 15th July of the academic year without the prior approval of the Board in exceptional circumstances. Admission of pupil on transfer from recognised institution may, however, be made upto 15th December of the year on valid ground, if not otherwise directed by the Board.

N.B. First admission and admission on transfer shall be regulated as laid down in the Board's circular No. S/851 dated 2.12.88 or as may be amended from time to time.

The Heads of the Institutions are requested to note the aforesaid amendments in the procedure for holding election for constitution or reconstitution of the Managing Committee, and see that no election for constitution or reconstitution of Managing Committee is held during the period from 1st May to 15th August of the calender year.

This amendment takes effect from 1.5.89. Election for constitution/ reconstitution of Managing Committee may be held according to existing procedure upto 30.4.89.

Sd/- Sudin Chattopadhyay
Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta-16

No. S/554 Date 15.4.89

To : The Secretary/Administrator/Heads of Recognised Secondary Institutions in the State.

Sub: Procedure for holding election of members for the purpose of constituting or reconstituting the Managing Committee of Non-Government Institutions (Aided and Unaided.................................Amendements of.............................

Ref : Board's Circular No. S/125 dated 20.3.89.

CORRIGENDUM

(1) Please read the words "academic year" in place of "calender year" in the last line in page 1 of Note (i) and (ii)

(2) Please drop the words "of the caleder year" in the last line of the penultimate para in page 2.

Sd/- Sudin Chattopadhyay
Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2 Park Street, Calcutta-16

Circular No. S/809 Date : 8-9-89

From : The Secretary,
West Bengal Board of Secondary Education.

To : The Heads of all recognised Secondary Schools.

Ref : Board's Circular No. S/56 dt. 4.2.89

Sub: Extension of tenure of office of the Managing Commitee/Administrator/Ad-hoc Committee.

To avoid administrative vaccum just on the eve of the Puja Vacation and in order to allow the School authorities to continue to function & arrange payment of salaries to the staff of those schools by the authorities whose tenure of Office expires on 15.9.89 or thereafter, the President, Board, in exercise of the powers vested in him under Section 28(2) of the West Bengal Board of Secondary Education Act 1963, as amended, has been pleased to extend the tenure of office of the Managing Committee/Administrator/Ad-hoc Committee of those Schools upto 31-12-89/till reconstitution/until further orders, whichever is earlier, with the direction to complete reconstitution within this extended period, if there is no legal bar. This, however, does not apply to cases where some other order has already been passed.

Sd/- Sudin Chattopadhyay
Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta -16

Circular No. S/881 Dated, Calcutta, 15.11.89

To : The Secretary/Administrator/Head of all Secondary Institutions recongized by the Board

Sub : Procedure for holding election of members for the purpose of constituting or reconstituting Managing Committee of Non-Govt. Institution (Aided and Unaided)

—Amendments of—

In continuation of the Board's Circular No. S/125 date 20.3.89 and No. S/554 dated 15.4.89, on the above subject, the following further amendement has been made under Clause 30(a) of the procedure :

Amendment

In the said procedure—

In clause 30(a)— **Cessation of Gurdianship For the sentence**— " In case a

ward is sent up for the Madhyamik Pariksha (Secondary Examination) in a particular year, the eligibility of the guardian voter in respect of that ward shall cease from first January of that year." **Substitute the sentence-**" In case a ward is sent up for the Madhyamik Pariksha (Secondary Examination) in a particular academic year, the eligibility of the guardian-voter in respect of that ward shall cease from first May of the following academic year."

This amendment takes immediate effect.

Sudin Chattopadhyay
Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta-16

Memo No. S/57 Dated 30.1.90

NOTIFICATION

In terms of the decision taken by the board in its 34th Meeting held on 24.1.90 it is notified in continuation of Board's Notification No. S/871 dt. 4.11.89 that due to bye election to be held in the month of Feburary, '90 in Durgapur (Burdwan) Lok Sabha Constituency and in four Assembly constituencies viz. (1) Magrahat East (South 24-parganas), (2) Sonamukhi (Bankura) (3) Ramanagar (Midnapur) and (4) Alipurduar (Jalpaiguri), the term of the Managing Committees/Ad-hoc Committees/Administrators of those schools which are situated in the jurisdiction of the aforesaid Lok Sabha or Assembly constituencies and which could not hold election or complete the process of constitution/reconsitution of their Managing Committees as per direction of the above note Notification are hereby extended for a period up to 30.9.90 or till completion of election of office bearers or until further orders whichever is earlier.

This order will not be applicable in the cases where the Board has directed or will direct otherwise and if there is legal bar.

The process of constitution or reconstitution of the Managing Committee shall remain suspended during the month of February, '90 where necessary, this process may start in March, '90 and election may be held on the basis of programme fixing the date of election after 1.4.90 as per normal rules and procedure.

In case where elections of different categories have already been held prior to the date of issue of this circular, the election of office bearer shall stand deferred up to 28.2.90 and shall be completed between 1st March to 31st March, 1990.

Sd/- Sudin Chattopadhyay
Secretary.

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta-16

NOTIFICATION

No. S/224 Dated 2.5.90

The Heads of all Secondary Schools are hereby informed that the Board by notification No. S/871 dated 4.11.89 extended the tenures of the Managing Committees/Ad-hoc Committees/Administrators, whose tenures were to expire be-

tween 1.1.90 and 29.4.90 up to 30.4.90 or till completion of office bearers or untill further order whichever was earlier.

But it has been reported that as many school authorities could not hold election or complete Constitution/reconstitution of the Managing Committees within this period, as the election of Municipal Corporations and most of the Municipalities of the state are due to be held shortly and as in view of the changed academic session for which no election can be held before the 15th of August (vide Circular No. S/125 dt. 20.3.89), the Executive Committee of the Board at its 101st meeting dated 25.4.90 after considering the above facts resolved to extend the tenures of the Managing Committee/Ad-hoc Committees/Administrators, whose terms were extended vide Board's Circular No. S/871 dt. 4.11.89, for a period up to 30.9.90 or till completion of election of office bearers or until futher order whichever is earlier, with the direction that the school authorities must take steps to constitute/reconstitute the Managing Committees strictly in accordance with the rules, within the above period, if there are no legal bars.

This order will not however apply in the cases where contrary orders have been passed or will be passed.

In case where elections of different catogories have already been held prior to the date of issue of this notification, the election of office bearers shall stand deferred up to 15th July, 1990 and the said election of office bearers shall be completed between 16th July'90 and 16th August, '90 (both the days inclusive).

The Heads of the concerned institutions are requested to note the above and to act accordingly.

Sd/- Sudin Chattopadhyay
Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta - 16

Circular No. S/27 Date : 28.1.91

From : The Secretary, West Bengal Board of Secondary Education

To : The Heads of all recognised Secondary Schools.

Sub I—Extension of tenures of the Managing Committees/Ad-hoc Committees/Organising Committees/ Administrators,

II—Extension of term of recognition and

III—Extention of permission for Co-education up to 31.12.91.

In pursuance of the resolution adopted by the Executive Committee of the Board at its meeting held on 18th January 1991, the Heads of all recognised Secondary Schools are requested to note the following :

I. The tenures of the Managing Committees/Ad-hoc Committees/Organising Committees/Administrators of all the Schools are extended for a period up to 31.12.91 or till completion of election of office-bearers or until further order whichever is earlier, subject to the following conditions :

a) In cases of Schools where different stages of elections for Constitution/reconstitution of Managing Committee have already been help prior to the date of issue of this Circular, the election of office-bearers of such Committees shall be completed as per rules.

b) In cases of Schools where programmes of election for reconstitution of Managing Committee have already been adopted prior to the date of issue of this Circular, the Constitution/reconstitution of Managing Committee shall be held as per approved programme in accordance with the rules.

c) All other schools which have neither held elections for Constitution/reconstitution of Managing Committee nor adopted any programme for holding election for reconstitution of Managing committee prior to the date of issue of this Circular as stated in (a) & (b) above, must take steps to Constitute/reconstitute Managing Committee strictly in accordance with the rules, within the above extended period, if there are no legal bars.

II. The terms of provisional or extended period of recognition of High & Jr. High Schools are extended up to 31st December, 1991 subject to fulfilement of conditions with the clear direction upon such schools to submit to the Board prayers for extension of recognition enclosing therewith detailed statement in the matter of fulfilment of conditions attached to provisional recognition or upgradation by the 30th April, 1991 for consideration of further extention of recognition on merits.

III. Permission for Co-education in High and Jr. High Schools where there is provision for Co-education is also extended up to 31.12.91 subject to fulfilment or conditions with be direction to submit to the Board prayers for extension of further permission for Co-education along with all relevant papers for consideration.

This Circular is not applicable to those Schools which have been directed otherwise by the Board/Hon'ble Court.

Copy forwarded to all concern.

Sd/- Sudin Chattopadhyay
Secretary.

GOVERNMENT OF WEST BENGAL EDUCATION DEPARTMENT
Secondary Branch
NOTIFICATION

No. 1151 - Edn(S) Dated Calcutta, the 20th August, 1991

In exercise of the power conferred by sub-section (1) and, in particular, by clause (d) of sub-section (2), of section 45 of the West Bengal Board of Secondary Education Act, 1963 (West Ben. Act V of 1963), the Governor is pleased hereby to make, after previous publication as required by sub-section (1) of the said section, the following amendment in the Management of Recognised Non-Government Institutions (Aided and Unaided) Rules, 1969, as subsequently amended (hereinafter referred to as the said rules) :—

AMENDMENT

For sub-rule (1) 28 of the said rules, substitute the following sub-rule :—

"(1) In an aided institution the Committee shall, subject to the provisions of any Grant-in-aid Scheme or Pay Revision Scheme or any order or direction or guidelines issued by the State Government or the Director in connection therewith and in force for the time being, have the power —

(i) to appoint teachers and other employees on permanent basis against permanent vacancies, if available, within the sanctioned strength of teachers and other employees, approval for such appointment being thereafter sought for from the Director or any other officer authorised by him, ordinarily withing a fortnight from the date of decision of the committee ;

(ii) to appoint teachers and other employees on temporary basis against permanent or temporary vacancies, if available, within the sanctioned strenght of teachers and other employees, approval for such appointment being thereafter sought for from the Director or any other officer authorised by him, ordinarily within a week from the date of decision of the Committee ;

(iii) to extend, if it thinks fit, the service of any teacher or other employee, who was in service on the 31st March, 1981, but did not opt for the revised scales of pay introduced with effect from the 1st April, 1981, on a year to year basis, beyond the age of 60 years, being the age of superannuation, but not beyond the age of 65 years ;

Provided that the teacher or the employee concerned is physically fit and mentally alert and that the approval for such extension shall be sought for from the Director ro any other officer authorised by him, within a period of 15 days from the date of decision of the Committee;

Provided further that such teacher or employee may opt for any revised scale of pay under any subsequent pay revision scheme if he agree to retire in accordance with the terms of such scheme or at the age of superannuation then in force where there is no such term. ".

By order of the Governor,
Sd/- U.K. Ray
Secy. to the Govt. of West Bengal

4 SPONSORED INSTITUTION

GOVERNMENT OF WEST BENGAL
EDUCATION DIRECTORATE (SECONDARY)

No. 264 Edn.(s) Dated : 8th March, 1972

NOTIFICAITON

In exercise of the power conferred by Sub-Section (1) and in particular by clause (d) of Sub-Section (2), of Section 45 of the West Bengal Board of Secondary Education Act, 1963 (West Bengal Act V of 1963), the Governor is pleased hereby to make after previous publication as required by sub-section (1) of the said section, the following rules, namely :

RULES FOR MANAGEMENT OF SPONSORED INSTITUTIONS (SECONDARY), 1972

1. **Short Title** — These rules may be called the Management of Sponsored Institutions (Secondary) Rules, 1972.

2. **Application** — These rules will apply to the Sponsored Institution (Secondary) in West Bengal.

3. **Definition** — The words and expressions used in these rules shall have the same meanings as are assigned to them in the Management of Recognised Non-Government Institutions (Aided and Unaided) Rules, 1969.

4. **Committee** — Every Sponsored Institution shall have a Committee to be constituted in the manner and for the purposes hereinafter appearing.

5. **Composition of the Committee** — The Committee shall consist of the following members, namely :

(i) a President to be appointed by the Education Department of the State Government ;

(ii) & (iii) two representatives of the Body/Organisation/Society aiding or co-operating with the State Government in setting up the Institution ;

(iv) one Government official to be nominated by the Director of Public Instruction, West Bengal;

(v) & (vi) two persons interested in education to be nominated by the Director of Public Instruction, West Bengal ;

(vii) one medical practitioner to be nominated by the Director of Public Instruction, West Bengal;

(viii) the Head of the Institution concerned;

(ix) & (x) two representatives of the teachers of the institutions to be elected by the

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Comment : The Rules for Management of Sponsored Institutions (Secondary) were promulgated in 1972 which are slightly at variance with those of Non-Govt. Secondary Institutions of West Bengal.

—Editor.

whole-time members of the teaching staff;

(xi) & (xii) two representatives of guardians of whom one shall be a woman in the case of girls' school, to be nominated by the President in the manner prescribed in rule 7.

Provided that the State Government shall have the power to approve of a special constitution of a Committee in respect of schools sponsored* by Trusts/religious or linguistic minority.

6. **Election** — The representatives of the teachers shall be elected to the Committee in the same manner and according to the same procedure as laid down in the management of the Recognised Non-Govt. Institutions (Aided and Unaided) Rules, 1969.

7. **Nomination of guardian's representatives** — As soon as the members referred to in items (i) to (x) of rule 5 are appointed, nominated, or elected, as the case may be, the President of the Committee shall, in consultation with the Head of the Institution, nominate two representatives of the guardians referred to in items (xi) and (xii) of the said rule. In case of difference of opinion between the President of the Committee and the Head of the Institution, the matter shall be referred to the Director whose decision thereon shall be final.

8. **Secretary** — The Head of the Institution shall be the Secretary of the Committee.

9. **Casual vacancy** — Council vacancies, except the vacancies in the office of the teacher-member, shall be filled up by nomination or appointment, as the case may be, by the authorities competent to fill the vacancy in the original Committee. Any casual vacancy in the office of the teacher-member shall be filled by election in the manner laid down in rule 6. If any member of the Committee ceases at any time to fulfil the qualifications in respect of which he was elected or nominated, he shall cease to be a member and a vacancy shall be created which shall be filled by appointments, nomination or election as the case may be. Any member appointed, nominated or elected to fill the casual vacancy shall hold office for the unexpired portion of the term of office of the member whose place he fills.

10. **The term of the Committee** — The term of the office of the Committee shall be 3 years from the date of the first meeting of the Committee, provided that such term may be extended by the State Government :

Provided that the representatives of the guardians referred to in items (xi) and (xii) of rule 5 shall hold office for a period of one year only.

11. **Vacancy caused by absence** — Any member of the Committee absenting himself from four consecutive meetings shall cease to be such member unless the Committee

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Comment : * Sponsors : The sponsors of those Institutions are mainly the Govt. of West Bengal and in some places, the share of contribution from Public Body / Organisation / Society in setting up the Institution has been duly recognized byt eh Educaiton Department, Govt. of West Bengal.

• In the Composition of the Committee of Management, six members out of twelve, are directly related to the Govt. fo West Bengal. The President and the Headmaster-cum-Secretary happen to be Govt. personnel. It was so long in practice that the Head of the Instiution was to be an Assistant Headmaster of a Govt. Institution. But very recently, the practice of taking a lien from the Govt. Institution has been replaced by direct recruitment from outsite. —Editor

otherwise directs. The vacancy shall be filled up as provided in rule 9.

12. **Meeting and quorum** — A meeting of the Committee shall be called by the Secretary at least one in every two months except during the vacation of the Institution. Not less than 7 days' notice of the meeting shall ordinarily be given.

Seven members shall form a quorum.

13. **Audit** — The Director shall annually appoint, from the panel maintained by him, an Auditor who shall examine the accounts of the Instituion for the year and submit his report to the Committee, on or before 31st day of March ; and two copies of such report shall be forwarded to the Director who shall send one copy to the State Government. The Director may call for explanation of the Committee on the irregularities pointed out in the audit report and the Committee shall submit to the Director within six weeks of receipt of the communication its explanation indicating the action taken or proposed to be taken on the irregularities. If the explanation is not considered satisfactory, the Director may move the State Government for supersession of the Committee.

14. **Special meeting** — A special meeting shall be convened by the Secretary within a fortnight when a requisition for such a meeting is made by not less than four members of the Committee. Not less than seven days' notice of such meeting shall be given.

15. **Special meeting convened by requisition** — If the Secretary fails to convene a special meeting, the requisitionists shall refer the matter to the President who shall convene the meeting. In the event of the President failing to convene the meeting within ten days after reference to him, the requisitionists, not being less than one half of the total number of members, shall have power to convene the meeting after giving seven days' notice.

16. **Emergency meeting** — Emergency meeting may be convened by the President, if necessary, with not less than twenty-four hours' notice to consider a matter of emergent nature requiring immediate attention. All resolutions passed at an emergency meeting shall be subject to confirmation or revision at the next ordinary meeting.

17. **Place of meeting** — All meetings shall be held in the premises of the Institution, unless the members of the Committee decide unanimously to the contrary.

18. **Agenda** — The notice of each meeting shall set forth the business to be transacted at the meeting the agenda being drawn up by the Secretary of the Committee in consultation with the President of the Committee and, except with the consent of three-fourths of the members present, no business other than that so stated shall be transacted, provided that no matter involving the appointment or deputation or dismissal or removal of a teacher or other employee shall be taken up unless the matter has been placed on the agenda of the meeting issued with the notice, and evidence of service of such notice is maintained and preserved for inspection by any member of the Committee or any person authorised by the Board or Director of the Education Department of the State Government.

19. **President to preside** — The President shall preside at a meeting of the Committee. In the absence of the President, the members present shall elect one amongst themselves who shall preside.

20. **Casting vote** — The person presiding at the meeting shall have a casting vote in addition to his ordinary vote when votes of the members present are equally divided.

21. **Auditor's Report** — The Auditor's report on the accounts of the Institution shall be taken into consideration at the first ordinary meeting after the report has been received. A copy of the report, along with the observations of the Committee shall, thereafter, be sent to the Board and the Director who may call for additional information or explanation in the matter as laid down in rule 13.

22. **Duties of the Secretary** — Under the direction of the Committee the Secretary shall carry out correspondence with the proper authorities on behalf of the Committee. He shall also keep a record of the proceedings of the meetings of the committee in a book maintained for the purpose. The record of each meeting shall be confirmed at the subsequent such meeting.

23. ***Powers of the Committee** — Subject to approval of the Director and subject to such further direction as the State Government may from time to time issue, the Committee shall have the powers to —

i) appoint teachers and other employees on permanent and temporary basis;

ii) extend the services of teachers and other employees beyond the dates of superannuation;

iii) remove or dismiss teachers and other employees after offering such teachers and employees concerned reasonable opportunity of representing their cases;

iv) grant leave other than casual leave which shall be granted by the Head of the Institution and by the President of the Committee in the case of the Head of the Institution, and increments of pay to teachers and other employees, according to the rules in force;

v) grant free studentship or half-free studentship in accordance with the procedure laid down from time to time, but ordinarily with the consent of the Head of the Institution;

vi) manage funds of the Institution;

vii) frame annual reports;

viii) deal with all schemes of development of the Institution and allied matters;

ix) allocate the total period of holidays in a year, but special holiday for a

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Comment : * As regards powers of the Committee, provisions made herein are more or less similar to those of Non-Govt. Institutions.

In Sponsored Institution, the Secretary shall be the Head of the Institution concerned as an ex-officio member of the Committee.

The Director of Secondary Education, Govt. of West Bengal is the controlling authority of this type of institutions. The financial responsibility of this Institution mainly lies with the Education Department, Government of West Bengal and as such, the Institution is expected to draw much sympathy and benefit from the authorities.

The Management of this type of Institution is also expected to remain free from politics and fueds, more or less, as because outsiders have not been given full hand in the management of this Institution and also because, the Secretary happens to be the Head of the Institution. —Editor

day or a part thereof on account of death of any prominent person or for any special occasion concerning the Institution may be granted by the Head of the Institution at his discretion;

x) grant deputation of teachers, where such deputation is in the interest of the Institution in conformity with rules and order on the subject;

Provided that a teacher affected by the decision of the Committee may make his representation to the Director;

xi) deal with other matters that are brought to the Committee in the interest of the Institution.

24. Notwithstanding anything contained in these rules, the Institutions sponsored in co-operation with the Ramakrishna Mission shall be managed until other provisions are made in accordance with the Special Rules for the management of Ramakrishna Mission Schools.

25. If, on consideration of a report by the Director, the State Government is of the opinion that the Committee for the management of any Sponsored Institution has not been functioning properly, it may supersede such Committee and appoint an Administrator or an Ad-hoc Committee to exercise the powers and perform the functions thereof.

By order of the Governor,
J. C. Sengupta,
Secy. to the Govt. of West Bengal

5 | RECOGNITION OF SCHOOLS

BOARD OF SECONDARY EDUCATION, WEST BENGAL

Conditions to be fulfilled by a School seeking recognition* as a High School with permission to present candidates for the School Final Examination

1. **Site and Accommodation :** The site of the school should be free from objectionable surroundings, which should be peaceful and conducive to the smooth working of the school.

The school building should be a pucca structure with well ventilated and spacious rooms for holding the classes. Each room must have a floor-space of at least 400 sq. ft. so that space may be provided at the rate of 10 sq. ft. per pupil. It should be noted that though Central Advisory Board, Government of India recommends 12 sq. ft. per pupil as the minimum requirement, the Board is not insisting on this floor space for the present. Provision should be made for separate rooms for office of the Headmaster, the Library, the Geography class, the Science Room and Tteachers' Common Room etc.

If it is not possible for the school immediately to provide for a pucca building, the building must have the floor cemented. The walls and the roofs must not be made of inflammable material and if the roofs are made of C. I. sheets, ceiling with adequate spaces for ventilation should be provided.

The building should have a compound of considerable size attached to it, which can be used for a play-ground and for outdoor activities of the pupils like gardening etc.

The site, buildings and other properties of the school should be vested in the Managing Committee by a Registered Deed of Gift.

No school should be held in rented buildings except in very exceptional circumstances. If any school is held in a rented building, the building must be leased out to Managing Committee of the school for a long term.

2. **Sanitary Arrangements :** Proper sanitary facilities must be provided. There should be sufficient number of latrines and urinals and separate arrangements should be made for the teachers and the pupils. If there are girl-pupils or lady teachers in a boys' school, separate sanitary arrangements must be made for them.

3. **Teaching Staff :** The school should have an adequate number of qualified teachers on the staff. The Head of the institution should possess a good M. A. Degree or a good Honours Degree in addition to a B. T. Degree. There should ordinarily be also an Assistant Headmaster/Headmistress with the same qualifications as those of

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Comment : * The conditions for recognition of a secondary school though imperative, still more than 75% schools are found to remain in most hopeless conditions.

—Editor.

the Headmaster/Headmistress.*

There should be atleast 9 whole-time teachers on the staff including the Headmaster/Headmistress for 6 classes. It is desirable that at least $\frac{1}{3}$ rd of the teaching staff should be trained. To begin with, there should be at least one more trained graduate teacher on the staff in addition to the Headmaster/Headmistress, and there should be a trained Science Graduate, preferably one who was passed the B. T. Examination with Science as one of his subjects. It may be noted that a B. A. / B. Sc. (Hons.), B. T. or an M. A. / M. Sc. (II), B. T. should be appointed after the school is granted recognition.

All the teachers should preferably be Graduates but there should be no teacher on the staff who has not passed at least the Intermediate Examination of a recognised University or its equivalent.**

Each school should have a trained Graduate Physical Instructor.

The Board, however, reserves the right to fix the qualifications of the teachers and also the number of teachers required for each school in the light of teaching requirements of the school.

While considering extension of recognition of a school that is already recognised, the Board reserves the right to direct that a particular teacher or teachers should be replaced by a teacher or teachers with such qualifications as the Board may decide.

4. **Age :** There should not be any teacher on the staff who is over 60 *years of age.**

5. **Co-Education :** No Boys' School is permitted to have a Girls' Section. Co-education must not be introduced without the previous permission of the Board which can be given only after the Board is satisfied that the minimum conditions prescribed in the Board's circular have been fulfilled.

6. ****Recognition in Elective Subjects :** If recognition is granted as a High School, it does not imply that the school is recognized as competent to teach any of the following subjects :

Home Science including Home Nursing;

Comment : * Provision for an Asstt. Headmaster / Asstt. Headmistress is generally admitted now in a High School where roll strength exceeds 500. Direct appointment to the post of Asstt. Headmaster is not now encouraged by the Education Department. Any vacancy caused by retirement or resignation is to be filled up by recruitment of an asst. teacher first and then, on the permission secured from the Dist. Inspector of Schools (S.E.); the post of Asstt. Headmaster / Asstt. Headmistress is to be filled in from the existing staff (qualified for the post.)→

** Graduation in Science / Arts / Commerce is now considered as a minimum standard of qualificaiton for appointment as asstt. teacher in Jr. High and High Schools.

* Staff (teachers & non-teaching staff) are now allowed to stay in service upto 65 years of age as a provisional measure according to latest Government Circular.

** In Secondary School – Vernacular, English, Mathematics, History, Geography, Physical Science, Life Science and Work Education-Physical Education are now recognised as compulsory subjects and one additional subject is now allowed as an optional subject. Learning of a classical subject as a third language no longer comes within the scope of compulsory school subjects. —Editor

Physiology & Hygiene;

Commercial Geography;

Physics and Chemistry;

Biology;

Mechanics;

Business Method and Correspondence;

Sewing and Needlecraft;

Music;

Drawing and Painting etc.

If a school desires to send up candidates in one or more of these subjects for the School Final Examination it should obtain prior recognition in such subject(s).

7. **Laboratory for Elementary Science :** Every school must have a well-equipped laboratory for teaching Elementary Science which is now a compulsory subject in the present curriculum with all the appliances and charts listed in Board's syllabus on the subject.

8. **Extra-curricular Activities :**

Games : Each school should have suitable play-grounds and all facilities for regular drills, sports, games and athletics should be made available for the pupils under the supervision of a trained graduate Physical Instructor.

Library : Each school must have a well equipped library containing a number of books on education and of juvenile interest. There should also be books of reference for the use of teachers. Copies of all text-books prescribed by the Board in different subjects should be maintained in the library and the teachers and also the students should use all these books to be acquainted with different treatment of the same subject in these books. Such books also may be made available to the poor pupils. It should be seen that the pupils regularly use the library and wherever possible class-room libraries should be introduced.

At least a sum of Rs. 10/- should be allotted for the library every month.

The school should have a magazine of its own, no necessarily printed and students should be encouraged to write stories, poems, articles etc. for it.

Facilities should also be offered far as many of the following extracurricular activities as possible :

Debate, Hiking, Rowing, Swimming, Excursion, Scout and Guide activities, N. C. C. training, First Aid, Red Cross, St. John's Ambulance, etc., and it should be ensured that the students participate in them with interest.

9. **Tiffin, Drinking Water :** Arrangements should be made for the supply of good drinking water which should be so preserved as to be free from the risk of contamination. It should also be seen that good food at moderate price is made available to the pupils for their tiffin. It need not be free.

10. **Medical Examination of Pupils :** Arrangement should be made for periodic medical examination of each pupil and records should be maintained of such examination. Wherever necessary, the guardians should be intimated of the effects that may be found in course of these examinations and they should be also advised as to the steps that may be taken for the removal of these defects.

*11. **Reserve Fund :** The school should have a Reserve Fund of at least Rs. 3,000/- (Rupees Three Thousand only) invested in Postal Savings, Bank A/c or in National Saving Certificates.

12. The salaries of the teachers should be according to the scale as laid down by the Board, form time to time.

13**. The Tuition fee rates should be as follows :

	(V-VI)	(VII-VIII)	(IX-X)
Calcutta and Howrah	Rs.5.00	Rs.5.50	Rs.6.00
District towns & Industrial areas	Rs.4.00	Rs.4.50	Rs.5.00
Rural areas	Rs.3.00	Rs.3.75	Rs.4.50

14. The teachers should be given the benefit of Provident† Fund, as soon as the school is recognised by the Board.

15. The Secretary of the school should not keep with him more than Rs. 100/- in hand in cash at a time.

16. All Scientific apparatuses and appliances, maps, charts etc., for teaching Geography must be procured.

17. Rules regarding admission and transfer must be strictly followed.

18. The school must be on a sound financial footing and its income from tuition fees and other sources must be sufficient to meet its expenditure.

19. **Management of the School :** When applying for recognition, the school should be under management of a Committee in which representatives of the guardians, the teachers and all other persons interested in the Education of the children of the locality are properly represented.*

If however, the school is granted recognition, it will be required to reconstitute

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Comment : * Reserve fund now fixed Rs. 5,000/- or more.

Reserve Fund : Rs. 5000/- according to latest circular of the Dist. of Schools (S.E.), 24 Parganas vide Memo No. 65 date 21.1.1986.

** Tuition fees are not insisted now in an aided school. Follow the chart of 'Other Charges' in the "Admission, Transfer & Tuition Fees" Chapter.

† Introduction of Provident Fund for a staff appointed in a substantive post may be introduced from the beginning. The School authorities need not wait upto the period of confirmation of service of any incumbent.

* Person interested in Education is now nominated.

—Editor.

its Managing Committee within 3 months according to the provisions as laid down in the Govt. Notification No. 3675-Edn.(G)/F 8B-40/59, dated 19th Sept., 1960.

20. **Date of submitting an application for Recognition of a High School for the first time :** An application for recognition of a High School for the first time should be submitted in triplicate, to the Board positively by the 31st March of the year preceding that of which recognition is applied for. It may be noted that no application sent after that date will be entertained.

CONDITION TO BE FULFILLED PRIOR TO SEEKING RECOGNITION AS A JUNIOR HIGH SCHOOL

I. Site and accommodation : The site of the school should be free from objectionable surrounding; which should be peaceful and conductive to the smooth working of the school.

The school building should be a pucca structure with well-ventilated and specious rooms for holding the classes. Each room must have a floor-space of at least 400 sq.ft. so that space may be provided at the rate of 10 sq.ft. per pupil. Provision should be made for separate rooms as follows :

For 4-Class Junior High Schools		For 2-Class Junior High School.	
(i)	4-Class rooms, each measuring 400 sq. ft.	(i)	At least three rooms, each measuring 400 sq. ft.
(ii)	One Science Room.		
(iii)	One Office Room.		

If it is not possible for the school to provide immediately for it a pucca building, the building must have the floor cemented. The walls and the roofs must not be made of inflammable material and if the roof is made of C. I. sheets, ceiling with adequate space for ventilation should be provided.

The building should have a compound of considerable size attached to it, which can be used for a play-ground and for such outdoor activities of the pupils as gardening etc.

The site, buildings and other properties of the school should be vested in the Managing Committee by a Registered Deed of Gift.

No school should be held in rented buildings except in very exceptional circumstances. If any school is held in a rented building, the building must be leased out to the Managing Committee of the school for a long term.

II. Sanitary arrangements : Proper sanitary facilities must be provided. There should be sufficient number of latrines and urinals and separate arrangments should be made for the teachers and the pupils. If there are girl-pupils or lady teachers in a boys' school, separate sanitary arrangement must be made for them.

III. Teaching Staff :

For 4-Class Junior High School :

Headmaster and 4 assistant teachers as follows :

/2 graduates (Headmaster should preferably be a B.T.)

1 I.A. and I.Sc.

1 teacher capable of teaching a Classical language and Hindi.

**For 2-Class Junior High Schools :*

Headmaster and 2 assistant teachers.

Headmaster should preferably be a graduate or a trained undergraduate.

2 assistant teachers I.A./I.Sc. (one of them should be capable of teaching Hindi).

In cases of 4-Class Girls' Junior High Schools and 4-Class Boys' Junior High Schools in backward areas, if one of the teachers offered a classical language as a combinatin subject in his I.A. or B.A. Examination, the fifth teacher may be an undergraduate capable of teaching Hindi.

The Board, however, reserves the right to fix the qualification of the teachers and also the number of teachers required for each school in the light of teaching requirements of the school.

While considering extension of recognition of a school that is already recognized or recognition of the School as Class-X school, the Board reserves the right to direct that a particular teacher or teachers should be replaced by teacher or teachers with such qualifications as the Board may decide.

IV. There should not be any teacher on the staff who is over *60 years of age.**

V. Roll-strength should be as follows :

In 4-class Junior High School	120
In 2-class Junior High Schools	60

VI. Co-education : No Boys' School is permitted to have a Girls' Section. Co-education must not be introduced without the previous permission of the Board which can be given only after the Board is satisfied that the minimum conditions prescribed in the Board's relevant circular have been fulfilled.

VII. Laboratory for Elementary Science : Every school must have a fairly equipped laboratory for teaching Elementary Science which is a compulsory subject in the present curriculum, with all the major appliances and charts listed in the Board's syllabus on the subject.

VIII. Extra Curricular Activities : ** *Games :* Each school should have suitable play-grounds and all facilities for regular drills, sports, games and athletics should be made available for the pupils.

Comment : * Application for two-class Junior High School is now not generally encouraged.

Classical teachers are now recognised with qualification of a Classical subject (Sanskrit, Arabic etc.) at a graduation level.

* Extension of service upto 65 years is still allowed on the staff as a provisional measure.

** Games are now considered as Co-curricular activities and as a part of Physical educaiton.

—*Editor.*

Library : Each school must have a well-equipped library containing a number of books on education and of juvenile interest. There should also be books of reference for the use of teachers. Copies of all text-books prescribed by the Board in diferent subjects should be maintained in the library and the teachers and also the students should use all these books to be acquainted with different treatment of the same subject in these books. Such books also may be made available to the poor pupils. It should be seen that the pupils regularly use the library.

The library of 4-class Junior High school should contain 500 books including books on Arts and Methods of teaching and Juvenile literature. In case of a 2-class Junior High School, the number of such books should be at least 200. (All text-books are excluded from the aforesaid figures).

IX Tiffin, drinking water : Arrangements should be made for the supply of good drinking water which should be so preserved as to be free from the risk of contamination. It should also be seen that good food at moderate price is made avilable to the pupils for their tiffin. It need not be free.

X. Medical examination of pupils : Arrangements should be made for periodic medical examination of each pupil and records should be maintained of such examination. Wherever necessary, the guardians should be intimated of the defects that may be found in course of these examinations and they should be also advised as to steps that may be taken for the removal of these defects.

XI Reserve fund : A 4-class Junior High School should have a Reserve Fund of at least Rs.1500/- (Rupees one thousand and five hundred only) invested in Postal Savings Bank Account or in National Savings Certificates. A 2-Class Junior High School should have at least Rs. 500/- (Rupees five hundred only) in the Reserve Fund invested likewise.

XII. The salaries of the teacher should be according to the scales as laid down by the State Government, from time to time.

XIII. *The tuition fee rates should be as follows :

Area	*Classes*	
	(V-VI)	*(VII-VIII)*
Calcutta and Howrah	Rs.5.00	Rs.5.50
District towns and Industrial area	Rs.4.00	Rs.4.50
Rural areas	Rs.3.00	Rs.3.75

XIV. The permanent teachers should be given the benefit of Provident Fund, as soon as the school is recognized by the board.

XV. The Secretary of the school should not keep with him more than Rs. 50/- in hand in cash at a time.

Comment : * Tuition fees are exempted. Follow the chart of 'Other Charges' in the Chapter 'Admission, Transfer and Tuition Fees'. —Editor.

XVI. All scientific apparatuses and appliances, maps, charts for teaching Geography must be procured.

XVII. Rules regarding admission and transfer must be strictly followed.

XVIII. The School must be on a sound financial footing and its income from tuition fees and other sources must be sufficient to meet its expenditure.

XIX. Management of the School : When applying for recognition, the school should be under the management of a Committee in which representatives of the guardians, the teachers and all other persons interested in the education of the children of the locality are properly represented.

If however, the school is granted recognition, it will be required to reconstitute its Managing Committee according to the provisions laid down in the Government Notification No. 3675-Edn.(G)/G. 8B-40/59 dated 19.9.1960, within such period as may eb directed by the Board.

XX. Conditions to be fulfilled prior to recogntiion as 4-class Junior High Schools for the first time as noted in the preceding paragraph may be relaxed by the Board in favour of Girls' Junior High Schools in backward areas after consideration of the merit of individual cases.

PROCEDURE FOR SUBMISSION OF APPLICATION FOR RECOGNITION AS A JUNIOR HIGH SCHOOL

An application for recognition of a Junior High School for the first time should be submitted in duplicate to the Director of Public Instruction,* West Bengal, positively by the *31st May of the year* preceding that from which recognition is applied for. Junior High Schools should have 4-classes from class V to VIII. The establishment of 2-class Junior High Schools from classes V to Vi is discouraged by the Board but recognition of such cases may be considered for the time being on the merit of individual cases. The application should be accompanied with two statements showing particulars as noted below :

(1) Name of the school in full with Postal address.

(2) Name of Sub-Division, P.S. & Union in which the school is located.

(3) Name of Telegraph Office and means of communication from the nearest Railway Station.

(4) A short history of the school.

(5) Date of reconstitution of the Managing Committee as also the name, occupation and category of each member.

(6) Name, age, qualifications, experience and salary of each teacher.

(7) Roll-strength, class by class.

(8) Number of rooms and their floor-spaces and how they are distributed.

(9) The nature of school building — whether it is brick-built or made of mud walls, the materials used for constructing the floor, the walls and the roof.

Comment : * Now Director of Secondary Education, Govt. of W. B., 6, Bhabani Dutta Lane, Calcutta -73. —*Editor.*

(10) Area of site — whether site, building and the school properties are vested in the Managing Committee.

(11) Sanitary arrangement and arrangement for supply of drinking water.

(12) The amount in the Reserve Fund and how invested.

(13) Furniture, apparatus and appliances for teaching Science and Geography.

(14) Arrangements of Physical Education, Games, Sports etc. Whether they have any playing-ground.

(15) Number of books in the library and the monthly allotment for the library.

(16) Names of nearest High Schools and Junior High Schools (4- Class and 2-Class) with distance and direction within a radious of 5 miles.

GOVERNMENT OF WEST BENGAL
Directorate of Secondary Education
5, Council House Street (1st floor), Calcutta 1

Memo No. 3135-Sc/s / 7R-22S/77 — Dated, Calcutta, the 16th August, '78

From : The Director of Secondary Education, West Bengal

To : The Secretary,
West Bengal Madrasah Education Board,
19, Haji Md. Mohsin Square, Calcutta-16

Sub : Recognition of Secondary Schools and Madrasahs in West Bengal.

The undersigned has to refer to G.O. No. 999-Edn(S) dt. 3.8.78 on the above subject and to state that in terms of the G.O. the district level Inspecting Team for each district excluding Darjeeling, Cooch Behar, Jalpaiguri, Bankura & Purulia, as constituted in terms of G.O. No. 553-Edn(S), 26.4.78 will include one person to be nominated by the West Bengal Madrasah Education Board and will initially select new Madrasahs at the district level for recognition.

The District level Inspecting Team has already started to function in each district for selection of new secondary Schools for recognition. He is, therefore, requested to send nominations of the Board to the respective District Inspector of Schools (S.E.), excluding the districts stated above, so that the respective District level Inspecting Team may start for selecting new Madrasahs.

The applications for recognition of new Madrasahs so far received by the Board may also please be sent to the respective District Inspector of Schools (S.E.), to be placed before the District level Inspecting Team.

Sd/- Illegible.
for Director of Secondary Education,
West Bengal

GOVERNMENT OF WEST BENGAL
Education Department

No. 2280-Edn(S) / 38-1/78 Pt Dated, Calcutta, the 13th October, 1978

From : Shri B. N. Chatterjee, I. A. S.,
Special Secretary to the Govenment of West Bengal

To : The Director of Secondary Education, West Bengal,
5, Council House Street, Calcutta.

Sub : Recognition of Secondary Schools and Madrasahs in West Bengal with effect from 1.1.78.

The undersigned is directed to refer to this Department Memo No. 999-Edn(S) dated 3.8.78 on the subject mentioned above and to say that clause (ii) of para 2 of the said memo may be deemed as deleted. Clause (ii) of the said para may also be substituted in the following manners :

"Committees constituted for selection of Secondary Schools in the districts of Darjeeling, Cooch Behar, Jalpaiguri, Bankura and Purulia may also select Madrasahs.".

Sd/- B. N. Chatterjee
Special Secretary

GOVERNMENT OF WEST BENGAL
Office of the District Inspector of Schools (Sec. Edn.)
24-Parganas.

Memo No. 65 Dated, the 21.7.1986

From : The District Inspector of Schools (S.E.), 24-Parganas.

To : The Secretary,
.... Jr. High School,
....

Sub : Upgradation/Recognition/Revival/Bifurcations of Secondary Schools.

Enclosed please find one set of blank forms of Inspection reports etc., in two parts which may be filled in and submitted all in triplicate, by special messenger to Sri N. C. Maity, Assistant Inspector of Schools (S.E.), 24-Parganas at 60B, Chowringhee Road, Calcutta 20. The following points may please be noted for guidance :

(1) The School proposed for upgradation to a High School must have a reserve fund for at least Rs. 5,000/- and the School proposed for upgradation to a 4-Class Jr. High School or porposed for Denovo 4-Class Jr. High School must have a Reserve Fund of at least Rs. 3,000/-.

(2) The Schools not having qualified Headmaster/Headmistress will not be recommended for upgradation to a High School.*

Sd/- Illegible
District Inspector of Schools, (S.E.), 24-Pargs.

Comment : * This has so long been not strictly followed. —Editor.

PROFORMA of Inspection Report of Recognised Jr. (2-Class) (4- Class) High School seeking upgradation.

District :

Date of Inspection :

(A) Particulars of the School, Name, Áddress, Location etc.

(1) Name of the School :

(2) Full Postal Address :

(3) Whether it is a Boys' or Girls' School or Co-educational :

(4) Whether in rural or Urban areas :

(5) In case of Rural area name of the Gram Panchayet & Postal Address of the Block in which the School is located :

(6) In case of Urban Areas name of the Municipality with Postal Address :

(7) Telegraph Office, Police Station & Sub-Division in which the School is located :

(8) Nearest Rly. Station :

(B) Description of School Land & Building :

(a) Area of Land :

(b) Whether the land is made over to the School by a Registered Deed :

(c) Whether the land is purchased or gifted : (1) Settlement Book No. .... Mouza .... Khatian No. .... Plot No. ....

2(a) Whether the School has its own building ; if so whether it is on its own land as stated above.

(b) Whether School sits in a rented house ; if so, rate of monthly rent :

(c) Whether the house is kacha or mud-built or pucca :

(d) No. of Class room/Office room/Laboratory/Library with measurement (a sketch to be enclosed).

(e) Arrangement for sanitation, drinking water and Laboratory.

(f) Whether the School has its own play ground. (Measurement of the ground) :

Note : This proforma has been prepared for the use of the Junior High School seeking for upgradation of a High School.

(C) Whether the School has any Library, Furniture & teaching applicances :

(1) Particulars of furniture :

(2) Particulars of Teaching appliances :

(3) Detailed particular about School Library (Subject-wise number of Books) :

(D) Particulars about the status of the School :

(1) Whether 2-class or 4-class Jr. High School :

(2) Date of recognition as a 2-class &or 4-class Jr. High.

(3) Date of establishment of the School. School with Memo Number of letters communicating recognition : (Certified copies of the recognition letters to be enclosed).

(E) Particulars about the Managing Committee :

(1) Date of constitution/Reconstitution of the Managing Committee.

(2) Whether approved, if so Memo No. & Date :

Particulars of the Members of Managing Committee :

Name & Designation	Residential Address	Occupation
(i)		
(ii)		
(iii)		
(iv)		
(v)		
(vi)		
(vii)		
(viii)		
(ix)		
(x)		
(xi)		
(xii)		

(F) *Particulars of feeder Schools, nearest School, and Roll strength of the applicant School :

(1) No. of feeder Primary Schools from where students are expected to attend the applicant School with distance of each such School :

(2) Distance according to the shortest route from the nearest recognised Jr. High/High School with name and address —

Name	Distance	No. of Students
North—		
East—		
South—		
West—		

Comment : * Feeder schools mean such Primary or Jr. High Schools from which students may flock to the High School for admission to Higher Classes. —Editor

(3) Year-wise & class-wise roll strength—

Year 19...

No. of roll			No. of Scheduled Cast/S.T.		
Boys	**Girls**	**Total =**	**Boys**	**Girls**	**Total**

Year 19...

No. of roll			No. of Scheduled Cast/S.T.		
Boys	**Girls**	**Total =**	**Boys**	**Girls**	**Total**

Year 19...

No. of roll			No. of Scheduled Cast/S.T.		
Boys	**Girls**	**Total =**	**Boys**	**Girls**	**Total**

(4) Number of students present on date of Inspection—

Boys	**Girls**	**Total**

(G) (1) Whether the School applied for up-gradation in 1975, the School gets special permission to send up candidates to Madhyamik Exam. (Certified copy of the evidence to be enclosed).

(2) Whether the School have discontinued classes IX & X as per direction of the Board of Secondary Education.

(3) Teaching & Non-teaching staff—

Comment : The above proforma though introduced by the D. I. of Schools (S.E.), 24-Pargs., is applicable as a general case. —Editor.

(a) Name of approved Teaching & Non-teaching staff including Headmaster indicating qualification, date of appointment, date of birth, Memo No. of approved letter etc.

(i)
(ii)
(iii)
(iv)
(v)
(vi)
(vii)
(viii)

(4) Name of Teaching & Non-teaching Staff who is working or worked as the case may be, against unrecognised classes indicating date of appointment, date of birth etc., (to be certified after verification of records by the number of Inspection Team).

(i)
(ii)
(iii)
(iv)
(v)

(H) Financial condition—

(a) Reserve Fund with A/C No. & Name of the Bank or Post Office—

(b) General Fund—

(c) Subsidiary Fund—

(d) Whether the School realised any fees from the students (details of fees with date to be stated).

(I) Observation and suggestions of the members of the District Level Inspection Team.

(J) Recommendations (if not recommended reasons to be stated).

Signature of the members of the
District Level Inspection Team
(1) ____________
(2) ____________
(3) ____________
(4) ____________

PROFORMA : INSPECTION REPORT IN RESPECT OF PROPOSED JR./HIGH SCHOOL

A. Particulars about the site of the proposed School.

1. Boys'/Girls'/Co-education ....

2. Name of the Village/Street ....
3. Post Office ....
4. Anchal/Town ....
5. Block/Municipality ....
6. Telegraph Office ....
7. Police Station ....
8. Sub-division ....
9. District ....
10. Nearest Railway Station ....
11. Urban/Rural ....
12. Area of the land ....
13. Whether the land is registered in the name of the School ....
14. Whether the land is purchased or gifted ....
15. Settlement Block No. ....
16. Mouza No. ....
17. Khatian No. ....
18. Plot No. ....

B. Particulars about the Sponsoring Committee ....

C. Whether the Sponsoring Committee is willing to provide adequate accommodation for the proposed School ....

D. Particulars about the Building, if any..

(1) No. of Rooms/Office Rooms & Size (a sketch Map is to be enclosed) ....

(2) Arrangement for sanitation & drinking water ....

(3) Particulars about furniture and teaching apparatus ....

E. No. of feeder Primary Schools from where students are expected to attend the proposed School ....

F. Distance from the nearest recognised Jr. High/High Schools with name and address —

North ....

East..

South ....

West ....

G. Expected No. of students ....

H. Observation and suggestions of the Members of the District Level Inspection Team...

I. Recommendations (If not recommended, please state the reasons) _______

Signature of the Members of the
District Level Inspection Team
1 .
2 .
3 .
4 .

GOVERNMENT OF WEST BENGAL

Education Department ***(Secondary Branch)***

No. $\frac{\text{1355–Edn.(S)}}{\text{3/S – 23/86}}$ Dated, Calcutta, the 12th December, 1986.

From : Shri B.Mahapatra, I.A.S
Joint Secretary to the Government of West Bengal

To : The Secretary ,
West Bengal Board of Secondary Education
77/2 Park Street, Calcutta-700 016

Sub : *Recognition of Secondary Schools outside the district quota*

Sir,

In continuation of this Department letter No. 1145 Edn(S) dated 6.10.86 on the subject mentioned above, I am directed to forward herewith a list of Secondary Schools with the request to permit the un-recognised Junior High Schools to open Classes V & VI with effect from 1.1.87 and Classes VII & VIII with effect from 1.1.88, recognised 2-Class recognised Junior High Schools to open Classes VII & VIII with effect from 1.1.87 and the existing 4-Class Junior High Schools to open Class IX with effect from 1.1.87 and Class X with effect from 1.1.88 and to grant recognition to the institution accordingly subject to the following conditions :

(a) the recognised institutions which either applied to the Board before 1975 with requisite fees or were granted special permission by the Board to send up their candidates in the Madhyamik/ School Final Examination should be granted recognition with organiser teaching and non-teaching staff as per G.A. Rules.

(b) the existing recognised 2-Class Junior High schools are granted recognition with their organiser teaching and non-teaching staff as per G.A rules :

(c) the un-recognised Junior High Schools, which have not applied to the Board before 1975 for recognition or which are established after 1975 should be recognised without organiser teachers and non-teaching staff ;

(d) Government may, by its own consideration, recommended certain schools without being recommended by Sabhadhipati of Zilla Parishad/Chairman of Municipality and those may be recognised without organising teachers and non-teaching staff.

The inspection reports in respect of the institution are enclosed.

Yours faithfully
Sd/- S.Mahapatra
Joint Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calutta - 16

No. S/769 Date. 9.8.89

From : Prof. Sudin Chattopadhyay, Secretary,
West Bengal Board of Secondary Education.

NOTIFICATION

It has been notified that some of the Senior Basic Schools which had been converted to Junior High Schools before and after 1969 by the then Director of Public Instruction, West Bengal, have not obtained formal recognition of the West Bengal, have not obtained formal recognition of the West Bengal Board of secondary Education, as a Junior High School.

The Heads of all such Secondary Schools are hereby requested to submit the following particulears direct to the Board for its consideration in the matter of granting formal recognition of such schools :

(1) Attested copy of the memo issued by the Director of Public Instruction, West Bengal granting recognition to the school as a Senior Basic one;

(2) Attested copies of the memo sanctioning grants to the school by the Education Directorate;

(3) Particulars of land of the school with attested copy of documentry evidence ;

(4) Accommodation with measurement of each room and the nature of the building supported by a sketch map;

(5) Classwise (including sections, if any) present enrolments ;

(6) Arrangement for drinking water and sanitation ;

(7) Detailed particulars of the approved teaching and non-teaching staff ;

(8) Particulars of the present management of the school with date of reconstitution of the Managing Committee.

Sd/- Sudin Chattopadhyay
Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta - 16

No. S/63 Dated Calcutta, the 5th February, 1990

NOTIFICATION

Re : Extension of recognition of Junior High and High Schools othe than those granted until further orders or directed otherwise.

It has been brought to the notice of Board by the Director of School Education, West Bengal, that the grant releasing authority is put to an embarrassing position in respect of schools which have not obtained extension of recognition in due time from the Board and the Accountant General, West Bengal, raised objection to the sanction of grants for payment of approved teaching and non-teaching staff of such schools.

It is also noticed by the Board that many of the schools which have been recognized by the Board during last few years did not submit prayers for extension of recognition on fulfilment of conditions contained in the letters of provisional recognition or upgradation beyond the provisional period as per directions.

To avoid delay in making payment of salaries to approved teaching and non-teaching staff of the Junior High and High Schools the provisional or extended period of recognition of which expired on or before 31.12.89, it has been decided by the Board to extend the period of recognition of such Schools upto 30th April, 1991 subject to fulfilment of conditions with the clear direction upon such schools to submit to the Board prayers for extension of recognition enclosing therewith detailed statement in the matter of fulfilment of conditions attached to provisional recognition or upgradation, by 31st December, 1990 for consideration of further extension of recognition in each case on merit.

This order of extension of recognition shall not apply tothose schools which have been directed otherwise by the Board/Hon'ble Court.

Sd/- Sudin Chattopadhyay
Secretary

6 ADMISSION, TRANSFER AND TUITION FEES

ADMISSION, TRANSFER AND RE-ADMISSION
GOVT. OF WEST BENGAL

THE BENGAL EDUCATION CODE, 1931
CHAPTER V — SECTION III

[The relating portion only]

*26. **Admission Fees :** A pupil on first admission into a Secondary School shall be charged an admission fee equivalent to the monthly fee of the class to which he is admitted. Besides admission fee, he must pay tuition fee from the beginning of the year in which he is admitted.

An admission fee of the same amount shall also be charged when a pupil is admitted on transfer. He shall also be required to pay tuition fee for the month in which he is admitted, but if he has already paid such fee in his former school, he shall not be required to pay it again in his new school.**

Note : Sons and wards of Government Officers (including employees of State Railways) whose application for admission is due to the transfer of their parents or guardians are exempted from the payment of an admission fee in Government Schools. Government scholarship-holders are required to pay the same admission fee as other pupils.

27. **Tuition and other fees :** (i) Tuition fees and other dues should be charged from students for the whole year whether a pupil attends for the twelve months or not, in the case of pupils who have appeared and failed in the Matriculation Examination, all dues shall be payable from the 1st July. In the case of pupils asking admission with a school leaving certificate, tuition fees and other dues should not be charged for the month for which such dues have been paid in the former school.

(ii) Tuition fees are payable in monthly instalments and a full month's instalment shall be charged whether a pupil is in an institution for the whole or art of a calendar month.

Comment : * The Bengal Education Code of 1931 contains the outlines for guidance of admission, transfer etc., in the secondary schools of West Bengal. But with the introductin of Management Rules by the West Bengal Board of Secondary Education, the rules of admission, transfer and realization of fee-system were revised from time to time (Vide G. O. No. 1659 Edn. dated 30.3.1935).

**** Admission fees in High/HS/Jr. High Schools and Madrasahs have been withdrawn by Govt. order w.e.f. 1980 and 1981 respectively.→**

No tuition fees in High/Jr. High/Jr. Madrasah/High Madrasah w.e.f. 1980 are charged; other fees are only payable. Rates of other charges have been given, vide circular No. 525-Edn(S) / 1F-2/82 dt. 24.5.1983 of the Education Department, Sec. Branch, Govt. of West Bengal.

—Editor.

(iii) A pupil who leaves one recognized school to join another within the same session shall be required to pay tuition fees and other dues for the period intervening between the date on which he left his former school and the date on which he joins his new school, unless he is exempted from such payment by the Headmaster of his new school. Such exemptions should not be granted as a matter of course and should only be allowed when the delay in joining the new school can be shown to have been unavoidable owing to ill health or other sufficient reason. The decision as to whether the reason is sufficient or not shall rest with the Headmaster.

(iv) When, however, a pupil leaves a recognized school within one session and does not join another until a later session, the penalty prescribed in rule 27 (iii) shall not be enforced unless the pupil seeks admission into a class higher than that in which he was in the school he last read. He shall only be required to pay fees and other dues from the beginning of the session in which he joins the latter school.

Note 1. A receipt should be given to each pupil for any payment made by him.

Note 2. Rules 27 (iii) and 27 (iv) shall not apply to Primary Schools or *Maktabs*. In such institutions, tuition fees and other dues, if any, shall be payable for each calendar month as prescribed in rule 27 (ii), but pupils of them shall not be required to pay tuition fees and other dues, if any, for any complete calendar month during which they have not read in any institution. Rules 27 (iii) and 27 (iv) shall, however, apply in the case of the Primary Departments of Secondary Schools.

(v) No fee for admission should be levied on a student who has failed at the preceding Matriculation Examination, if he applied for admission to the school from which the was sent up within a week of the date from which he session for such student begins.

Note : The session for such students begins on the 1st July. A student who after having paid his examination fee is prevented by sickness or other cause from appearing at the preceding Matriculation Examination should join a school within one month of the date of the examination and pay fees and other dues from the month in which he rejoins.

28. **Date of Payment :** Tuition fees are payable in advance on the 1st of each month or, if the school is not open on that day, on the day on which it reopens. Other dues shall be payable on dates fixed by the Headmaster, provided that all dues shall be collected by the 15th of each month. If the first fifteen days of any month fall within a vacation, the dues for that must be paid at the same time as the dues for the previous month.

29. **Penalties for non-payment of fees due :** A fine of one anna shall be levied for each day, that an instalment is outstnading after the 15th of each month. Fiens for

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Comment : Charge of any fees from candidates sent up for the Madhyamik Examination beyond December of the current year as it was prevalent, have been prohibited vide Govt. order No. 525-Edn.(S) / 1F-2/82 dt. 24th May, 1983. N.B. (Rule 3). But charge of all other fees for the full academic session from the sent up H.S. candidates are justified. Heads of Institutions, however, may exempt the portions or full charges of any candidate in consideration of his/her financial stringencies as per rule.

—*Editor.*

delay in the payment of tuition fees shall not be levied for holidays and vacation immediately preceding the date of payment of the dues. If any dues, including fines, be not paid on or before the first working day of the next month, the pupil's name shall be removed from the register on that day.

(ii) The application of a student for permission to appear to the Matriculation Examination of the University of Calcutta or of the High School Examination of the Board of Intermediate and Secondary Education, Dacca, must not be forwarded to the Registrar or the Secretary until he has paid all sums due to the school in which he has been reading, including fees* up to the end of the month within which the first day of those examinations fall.

30. **Refund on transfer amount of scholarships drawn or of fees remitted :** When a scholarship is granted or fees are remitted to a pupil, he or she may be required to sign an agreement, to be signed also by his or her parent or guardian, to the effet that if he or she leaves the school within a stated period, he or she shall refund the amount drawn by or remitted to him or her during the school session in which he or she leaves.**

Miscellaneous

31. **False documents :** If a pupil be found to have produced a false document or to have made a false statement as to his attendance at any School it shall be reported to the Inspector of Schools who shall award such punishment, as he deems fit, including fine, corporal punishment, rustication or expulsion.

32. **Disputes :** All questions arising with regard to the interpretation of these rules shall be referred to the Inspector (or Inspectress) of Schools whose decision shall be final.

33. **Transgressions and evasions of the rules :** Wilful transgression or attempted evasion of any of these rules will render a school liable to withdrawal of recognition and to forfeiture of right of sending up candidates for the Scholarship Examinations and also to the loss of any Grant-in-aid which it may receiving from public funds. In the case of a High School, it will be further liable to be reported to the University.

Comment : This rule applies in its entirely to High Schools only, but in the case of backward class "boys reading in such schools, as also in the case of pupils in Middle English and Middle Vernacular Schools, the fine should be levied at a rate not exceeding half an anna day and the period of default should be reckoned from after the 25th of the month in which the fee was due up to the end of the month. Default fines should not be levied on pupils in Primary Schools or *Maktabs*. But it has become meaningless since the abolition of tuition fees.

* Tuition fees & other fees.

** Vide G.O. No. 72 T-Edn. dated 14.9.1939.

Since the introduction of Bengal Education Code, 1931, most of the rules are either revised or changed by the competent authorities later on. But its main theme still remains important for consideration along with the later ones.

Violation of rules nowadays, is very much common. In absence of any school inspection and the report thereby, all these rules have lost their importance. Moreover, it has become all the more difficult in their enforcing any of the items of rules.

—Editor.

WEST BENGAL BOARD OF SECONDARY EDUCATION

Circular No. 1/June, 1952 21st June, 1952

To : The Heads of all recognised High Schools

Sub : First admission of boys from unrecognised schools.

It is hereby notified that transfer from unrecognised schools to recognised schools shall, for the purpose of admission be regarded as cases of first admission.* The pupils coming from unrecognised schools should be examined by the Headmasters of the recognised schools in order to determine what classes they are fit for. The Heads of all recognised institutions are, however, required to ensure that such pupil produce Transfer Certificates from unrecognised schools while applying for first admission to their schools. Admissions without such Transfer Certificates from unrecognised schools will be regarded as highly irregular, and if the Transfer Certificates are withheld, the matter should be reported to the Board.

S. K. Sarkar
Assistant Secretary.

WEST BENGAL BOARD OF SECONDARY EDUCATION

Circular No. 21 The 12th December, '52

Excess Admission

Serious notice will be taken if a school admits pupils in excess* of the permis-

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Comment : * 'First admission' implies that the students enter an educational Institution for the first time. Education, now has been divided into three stages, namely Primary, Secondary and Higher. It may be assumed that an educand before coming for admission to a secondary school, has completed his regular course of study at the primary level. It may be that a boy or girl may not have attended the Primary School, but has completed his courses of study either at home or at an institution not recognised as a formal primary school. No such bar has been given to the effect that an educand would be required to produce a certificate of passing Class IV Examination for admission to Class V in a secondary school. However, the educand would be required to sit for the Admission Test to qualify himself/herself for admission to Class V to Class IX. The Head of the Institution may admit such boys/girls on the basis of performances in the Admission Test and according to provision of seats at his disposal. In the case of first admission, the guardian would be required to furnish a valid documentary evidence of birth, such as birth certificate or an affidavit sworn in the Court of Magistrate 1st Class. A transfer certificate from an unrecognised Institution may be accepted as a proof of birth record and as such, to produce a transfer certificate from an unrecognised educational institution should be insisted on. And the signature of the legal guardian in the Admission Register should be considered a must by the Heads of the Institutions.

* Due to abolition of tuition fees for the students reading upto Class XII by the Government and pass-fail system upto primary level, influx of students in the High and Higher Secondary Schools have largely increased. As a result, almost all the High and Higher Secondary Schools in the urban and rural areas have been required to admit excess number of students beyond the prescribed limit. Though the limit of the maximum number has been prescribed to 1,000 in a High School, yet the number of maximum students permissible in a section, as it was determined by the Board, no longer holds good. However, school authorities may write to the Dist. Inspector of Schools (SE) stating the whole affairs and submitting a section-wise statement of the roll strength of students of different classes on the 1st of April of the last three consecutive years, so as to ascertain the justifications for allotment of additional teaching staff. In all aided Schools of any kind, direct appointment of any teaching and non-teaching staff without previous sanction of the Education Dept., Dist. Inspector of Schools (S.E.) will not be approved. —Editor.

sible maximum viz. 40, in a section of a class up to Class VIII, and 50 in a section of Classes IX and X, without obtaining the previous permission of the Board for such excess admission. If the school can make satisfactory arrangements for raising additional section, this may be done.*

S. K. Chatterjee
Secretary

BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 20/54 Dated, The 7th June, 1954

To : The Heads of all recognised High Schools

Sub : Excess admission

The Administrator is concerned to note that the rules regarding number-limits and accommodation in class-rooms are not being followed in many schools.

Under the existing rules no teacher is allowed to teach more than 50 pupils at the same time in Classes IX and X or any section thereof, and more than 40 pupils at the same time in any of the classes from V to VIII or any section thereof. Further, the schools must provide accommodation at the rate of not less than 10 sq.ft. of floor-space for each pupil in a class-room. This condition may be relaxed in exceptional circumstances, but in no case the accommodation must be less than 10 sq.ft. per pupil for 80% roll strength in the class.

The Administrator has noticed that in a large number of schools, the number of students in different classes have been allowed to exceed the prescribed limits sometimes by a large excess. The areas or such class-rooms are in many cases not enough to provide relaxed minimum limit of 8 sq.ft. floor space for each pupil. To cite just one instance typical of such overcrowding, there are 47 pupils in a classroom of 206 sq.ft. This brings down the average floor-space of 4.4 sq.ft. per pupil, no allowance being however made for the teacher's seat and desk.

The Administrator feels that such congested class-rooms are very unfavourable for the health of the students and that they increase the risk of the pupils being easy victims of infectious and contagious diseases. He is also of the opinion that crowded class-rooms are very unsound from the educational point of view as no individual attention can be given to the students in such crowded classes.

It is desired that the aforesaid rules should be strictly followed from the next year. No excess admission should be made in any class *without the previous approval* of the Board. In addition to restricting the number-limit as prescribed under the rules, the schools should provide accommodation at least at the rate of 8 sq.ft. per pupil. Wherever necessary, additional sections should be opened to accommodate excess students. If there is dearth of class-room, Classes V and VI may be held in the morning and the rooms thus released may be utilised for opening sections for the other classes.

Comment : * Even after thirty years of this standing circular of the Board, the state of affairs, like dearth of class room, constant influx of newcomers for admission and unhealthy atmosphere are still prevalent almost everywhere except some sincere attempt on the part of the Government to better the financial condition of the teaching and non-teaching staff. —Editor.

In the case of aided schools the Board will always entertain applications for sanction of additional teachers as may be required for opening additional sections. But it should be noted that each teacher must do at least 29 periods of class teaching in a week excluding tutorial work and the Headmaster should do 12 periods of class teaching in a week excluding tutorial work.*

The Administrator will also sympathetically consider applications for extension of school buildings for proper accommodation and for equipment of science rooms etc., which should conform strictly to the prescribed rules.

S. K. Chatterjee
Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION

B. S. E. (G) FORM NO. 3

Statement Form

(To be filled in by Headmaster in reporting a case of Late Admission or Break of Studies)

N. B. : Before filling in this form, the Headmaster should carefully note the directions on the reverse. *(The case of each student should be forwarded to the Board separately, with a note from Headmaster in each case).*

To be filled in by the office of the Board

Case No.
Office Note :-
1. Is the case in order?

Assistant-in-Charge Date
2. Rs. 3/- received in this office on
Page No. of Challan Book

1. Name of the student ____________
2. Name of the school and class where the student read last ____________
   District ____________
3. Date when the student discontinued his studies last ____________
4. Whether the student appeared at the last or any previous School Final/Higher Secondary Examination ____________
5. Whether the student completed one year in the School Final/Higher Secondary class before discontinuance of his studies ____________
6. Name of the School and Class of which the student seeks admission or has been admitted. ____________ District ____________
7. Date of receipt of the guardian's application to the school ____________
8. Date of first report to the Board (which must be within a week of receipt of the guardian's application to the school). Number and date of the Headmaster's letter ____________
9. Number and date of the last letter received from the Board on the subject ____________

Fee Verified by

Date

10. Date of admission (provisional) of the student in this year ____________
11. Date from which the student has been attending his class after discontinuance of his studies __
12. Reason of Break of Studies or of Late Admission ____________
13. Whether the student has been examined and found fit for admission to the Class ______
14. Recommendation of the Headmaster of the school where admission is sought ________
15. Reason of delay, if any, in reporting the case to the Board ____________

Documents to be submitted :

(a) Application from the guardian of the student. (The guardian should state the full details of the boy's absence from school for the above period).

(b) Transfer Certificate.

(c) Medical Certificate (if the break of late admission is due to illness).

(d) Admit Card (if the student appeared at a University Examination).

(e) Money Order Receipt, in original, showing the remittance of the prescribed fee of Rs. 3/-,

Or,

Cashier's Challan, in original, showing payment of the said fee to the Board.

Date ______ 19

____
(Headmaster)

Village ____________

P.O. ____________

Dist. ____________

Direction

1. The case of the admission or break in the period of studies of students below the School Final Class need not be reported to the Board.

2. The school session should be counted as commencing from January and ending in December of the year, and that for purpose of first admission of student into Class IX of a school, 15th of February is fixed as the last date.

3. All cases of admission of students into Classes IX, X or XI on transfer from one recognised school to another at any time of the school session shall have to be referred to the Board for condonation of break in the period of their studies, if the break exceeds one month from the date of discontinuance of their studies.

4. The cases of students who, having taken their transfer from one institution imme-

diately before the commencement of the hot weather, Puja or Christmas vacations, join another institution within a week from the end of the respective vacation, need not be referred to the Board for sanction.

5. If a pupil seeks re-admission to the same school which he had left earlier, the Head for the Institution may re-admit him if he is satisfied about the reasons for the break.

6. Cases of late admission and break of studies of students, which require sanction of the Board should, when reported to the Board, should be accompanied by a fee of Rs. 3/- in each case. The fee when remitted by Momey Order should be addressed to the Account Officer of the Board, the *details* including the purpose of remittance being stated clearly on Money Order Coupon.

Circular No. 24/58 Dated, the 18th August, 1958

Re : Payment of School Session fees or annual Charges. *

In view of the fact that confusion often arises as regards the payment of session fees or annual charges in schools, the undersigned is directed to State that these fees in respect of school become due to that school as soon as the new school year begins. Hence, any pupil taking a Transfer Certificate from his school after the new school year has started, has to pay these fees to the said school. The school where he gets himself admitted with the Transfer Certificate may also charge these fees. If, however, any pupil takes Transfer Certificate from his school on any day before the end to the school year, he is not to pay session fees to that school for the next session but only to the school where he gets himself admitted in the beginning of the school year.

S. K. Sarkar
for *Secretary*

APPLICATIN FORM FOR THE ISSUE OF MIGRATION CERTIFICATE
(Outward & Inward)

To

The Secretary,
Board of Secondary Education, West Bengal
77/2, Park Street,
Calcutta-16

Through : ______________________________

Dear Sir,

I request the favour of your kindly granting me an INWARD/OUTWARD

Comment : * This Circular is very important for enforcement. As a result of abolition of tuition fees by the Govt. of West Bengal since 1980-81, concerned High and Higher Secondary Schools are not in a position to claim realization of any tuition fees from students. But can a school charge all other fees of the session i.e., annual charges from a student who seeks transfer certificate from his/her school after the new school session has started? It appears that no such circular, either from the Govt., or from the Board has yet been given in contrary to the above circular in regard to realization of annual charges from the student seeking transfer certificate. —Editor.

MIGRATION CERTIFICATE as I intend to prosecute my further studies in an Educational Institution.

(i) under the Board of Secondary Education, West Bengal.

(ii) outside the Territorial Jurisdiction of the Board of Secondary Education, West Bengal,

(iii) in Pakistan/Bangladesh.

Detailed particulars in this respect are appended below.

Yours faithfully,
Signature of the Applicant.

Dated.................................

PARTICULARS

1. Full name of the applicant (in Block Letters) ____________

2. Name of the applicant as spelt in the Transfer Certificate / Higher Secondary / School Final Cetificate or in the Admit Card ______

3. Nationality (a) Whether an Indian National ____________
Permanent Address — Native Village ______ P.S. _____ Dist. _

   (b) (i) Whether a Pakistani National / Bangladesh National ____
   Native Village _____ P.S. ______ Dist. __________

   (ii) Whether he possesses an 'F' Category
   Visa ________ Visa No. __________ Date _______

4. Name and Address of the father of the applicant :—

5. (a) Name of the School and class in which the applicant read last ____

   Vill. __________P.O. _________ Dist. __________

   (b) Date of leaving school ____________________

   (c) Name of the University or the Board by which the above school is recognised ____________________

6. (i) Name of the School / College outside West Bengal in which the applicant seeks admission ______________
   P.O. _________ Dist. _________ Province__________

   (ii) Name of the School and Class in which the applicant seeks admission or has been provisionally admitted __________

7. Reasons for migration ____________________

8. Documents to be submitted :

   (i) An evidence (in original) showing the remittance of the prescribed fee of Rs. 15/- (Rupees Fifteen) only.

(ii) In case of migration to this Board :

(a) Application from the guardian of the pupil.

(b) Transfer Certificate (countersigned by the Divisional / District Inspector of Schools). For Migration Certificate (Permit)

(c) Admit Card if the student appeared at an Examination conducted by a University or Secondary School Board).

9. If the applicant has alreay appeared at the Higher Secondary / School Final Examiantion of this Board, the year and the Roll No. should be clearly stated.
Examination ______________________ Year ______________
Roll________________________ No. ________________

10. Full address where the Migration Certificate is to be sent
____
____
____

(To be filled in by the person who will countersign and recommend the case)

I declare that the statements made by the applicant are true to my knowledge and I recommend the case.

Signature of the Head of the Institution / Principal or Professor of any affliated College/or, Govt. Gazetted Officer.
Office Seal

INSTRUCTION FOR GUIDANCE

1. Pupils coming from Institutions outside the territorial jurisdiction of this Board and seeking permission for (i) admission to any of the classes IX, X and XI of any recognised school under this Board, or (ii) appearing as a private candidate at any of the examinations conducted by this Board shall have to obtain a Migration Certificate (Inward) from this Board. In every case pupils shall, of course, have to abide by the rules of this Board.

2. A Migration Certificate (Inward or Outward) will be issued by the Board to a pupil reading in any of the classes IX, X and XI of a recognised Secondary School under this Board or to one who appeared at any of the Examinations of this Board if he requires it for prosecuting studies in a school or college outside the territorial jurisdiction of the Board of Secondary Education, West Bengal.

3. A Migration Certificate (Inward or Outward) will be issued by the Board on receipt of an application in the prescribed form and a fee of Rs. 15/- (Fifteen) only. The fee is payable to the Board of Secondary Education, West Bengal, and may be remitted by M. O. or deposited in cash to the Board's office. *The original M. O. Receipt or the Cashier's Challan as the case may be, must be, enclosed with the application form. The name of the pupil concerned and purpose of remittance of fee must be clearly mentioned in the M. O. coupon or in the Cash Challan.*

4. A Bangladesh National will pay the prescribed fee by Draft on a Scheduled Bank in Calcutta drawn in favour of the Board of Secondary Education, West Bengal and route his application through Ministry of Education, Bangladesh.

BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 8/62 Dated Calcutta, the 10th April, 1962

From : The Secretary

To : The Heads of all recognized schools

Re : Admission and Re-admission

The following rules should henceforth be followed in regard to admission of pupils to X-class or XI-class schools. This circular supersedes all other previous circulars regarding admission.

First Admission

(1) No first admission in a school shall be allowed to *any class higher than Class IX.*

(2) Cases of first admission to Class IX up to 15th of February need not be reported to the Board nor of first admission to lower classes up to 15th April.

(3) First admission to Class IX made between 16th February and 15th April must be reported to the Board in the prescribed from and with the prescribed fee (Rs. 3/- only), for approval.

(4) First admission either to Class IX or to any lower class, after the 15th of April will, in no case, be permitted.

Admission on Transfer Certificate

(5) All admissions on production of transfer certificates from recognized school are subject to the following conditions :

(i) that the Head of the Institution where such admission is sought, finds the pupil fit for admission to the class in which he has been reading, or to which he has been promoted, and

(ii) that such admission is sought within one month from the date of discontinuance of studies of the pupil concerned.

(6) No admission on transfer should be made after the 31st August, without securing approval of the Board. The case of admission of wards of Government employees on transferable service may however be considered, if necessary, up to the 31st October, *but not later.* An application for such approval must clearly state the reason for the transfer, and must carry the recommendation of the school where admission is sought.

(7) If a pupil in Classes IX, X or XI, coming with a transfer certificate from a recognized school, fails to get admitted into another school within one month from the date of discontinuance of his studies in the former school, the case should be referred to the Board for condonation of break in the period of studies. Application for the purpose must be made in the prescribed form along with a fee of Rs. 3/- only and should be forwarded by the Head of the Institution intending to admit the pupil.

In similar cases of pupils in lower classes, if the Head of the admitting school is satisfied with the reason adduced for the break, he may admit the pupil.

(8) A pupil producing transfer certificates from Class IX of a recognized X-class school, may be admitted up to *15th April* to Class IX of a recognized X-class or XI-class school. Admission on transfer certificate after this date may be allowed by the Board in exceptional circumstances. An application for such admission must state why admission could not be sought earlier, and must be forwarded to the Board with the recommendation of the Head of the Institution where admission is sought.

(9) Admission (i) to Class-X of an XI-class school on transfer from a X-class school, and (ii) to Class X of X-class school on transfer from an XI-class school may be allowed up to *15th February but not later,* provided the Head of the institution where admission is sought, certifies that the pupil has been found fit for admission and the school arranges to make up the pupil's defficiency.

In respect of a pupil admitted to an XI-class school he shall, however, have to pass in the third language and Craft examination of Class IX of the school before he can be sent up for the Higher Secondary Examination.

(10) No admission to Class XI of a Higher Secondary School on transfer from a X-class school shall be allowed.

Re-admission

(11) If a pupil seeks re-admission to the same school which he had left earlier, the Head of the Institution may re-admit him if he is satisfied about the reasons for the break.

(12) As a pupil is not required to pay tuition fees for more than 12 months, he will not have to pay for the month or months for which he has already paid, when he joins another school on Transfer Certificate. Both the schools however, may charge session fees, unless he is exempted from payment of such fees by the new school. In case there is a break of studies after a pupil takes Transfer Certificate from a school, the Managing Committee of the school which he joins on Transfer Certificate, may also exempt payment of tuition fees for the intervening period wholly or partially on good and sufficient grounds.

This clause will also apply to cases of admission on transfer to non-Government Schools, of wards of Government employees on transferable service.

Pupils who temporarily suspend their studies and withdraw their names with due notice on account of ill-health or any other satisfactory reason shall on re-admission be exempted from payment of tuition fees for the period of suspension of studies. They shall however, be required to pay usual admission fees.

If a pupil applies for re-admission after his name has been struck off the roll, re-admission fee of Re. 1/- will have to be paid in addition to the tuition fee for the period of absence *plus* any other dues to the school which might be payable had he continued his studies regularly.

Subject Involving Practical Work

(13) A school shall not admit a pupil intending to offer a subject which involves practical work in the laboratory, unless the school has been authorized by the Board to teach the subject.

In the case of any other subject which a school does not teach, admission of a pupil offering such a subject may be considered by the Board only when this is sought on the ground of a change of residence, provided the pupil was doing the subject in his former school.

The Head of the institution should watch the pupil's progress in such a subject and arrange to hold the annual or test examination in the subject as the case may be.

Admission to Higher Class After Break

(14) A pupil who discontinued his studies from a class below Class-IX shall not be admitted or re-admitted to a class higher than Class-IX, even if it is found that he could have been in that higher class had he continued his studies in a school.

D. P. Roy Chaudhuri
Secretary

BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 22/63 Dated, the 11th July, 1963

The Secretary, Board of Secondary Education, West Bengal, has issued the following *Press Note* :

Boys and girls who had been enrolled for the Higher Secondary examination, 1963, but failed to pass or sit for examiantion, may appear as external candidates at the Higher Secondary Examination, 1964, without attending any school. It is, however, desirable that they should seek admission in a recognized Higher Secondary School.

A candidate unsuccessful at the Higher Secondary Examination for the first time will not be allowed to appear as an external candidate for more than two successive years. Thereafter, he will have to get himself admitted into Class XI of a Higher Secondary School. The Schools are requested to admit such candidates to Class XI within prescribed dates.

Those who appeared with one or more subjects involving practical examination, may, however, attend *practical classes only* in a recognized Class XI school on payment of half the normal tuition fee from the month of July, 1963. Such a pupil will be treated as a regular pupil of the school he joins. He must get himself admitted on or before 8th August, 1963 in Class XI of a school which has permission to present candidates in the subjects he wants to offer. Thereafter, upto 16th August, a delay fee of Rs. 3/- will be payable by the candidate to the Board through the school for condonation of late admission. Permission for admission after 16th August will not be granted except under very special circumstances.

No admission fee will be charged from an unsuccessful candidate if he is readmitted to the same school from which he was sent up for the examination as a bonafide pupil.

An external candidate will have to pass the Test Examination from a Class XI school in all the subjects including practical, if any, in which he appeared last. It may be noted that he will not be exempted from appearing at the practical examination to be held by the Board at the Higher Secondary Examination, 1964.

An external candidate will get the prescribed form and Instructions for admis-

sion to the test examination from a Class XI school presenting regular candidates for the Higher Secondary Examination, 1964. Such a candidate shall sit for his test examination in the school wherefrom he secured the application form. It is desirable that he goes to the school wherefrom he was sent up last time. If he wants to approach any other school he must make sure that the school teaches all the subjects he wants to offer. The Head of the institution will not accept the application of a candidate if it is found that some subject offered by the candidate is not taught in the school.

A completed application form for the Test Examination of an external candidate along with the necessary document and scrutiny fee of Rs. 2/- must be submitted on or before the 21st November, 1963, to the Head of the institution from which the candidate secured the form. A late application and the scrutiny fee of Rs. 2/- will be received up to the 28th November, 1963, if accompanied by an additional fee of Rs. 5/-. No application received after the 28th November, 1963, will be entertained nor will any application or fee be received by the Board direct from a candidate. An external candidate permitted by a school to sit for the test examination will pay to the school a test examination fee of Rs. 8/- by such date as the school will prescribe.

B. Banerjee
Secretary

BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 6/64 Dated, the 3rd April, 1964

Sub : Admission of wards and children of displaced persons from East Pakistan to recognised schools.

I am directed to state that facilities for admission to schools in West Bengal may be granted to the students who have recently migrated from East Pakistan in the wake of recent disturbances there. In seeking such admission the parents of the students should state in their applications to the Heads of Institutions that they intend to apply for Indian Citizenship in due course whereupon their wards may be admitted into the classes they are found fit for on usual test.

If a few excess admission is caused thereby, the school should obtain special permission from the Board on that account. A separate list of such students should be maintained by the school.

The admission of a Pakistani student will, however, continue to be governed by this office Circular No. 7/59 dated 1st June, 1959.

Sd/- Illegible.

WEST BENGAL BOARD OF SECONDARY EDUCATION

Circular No. 16/64 Dated, 27th July, 1964

The Secretary, West Bengal Board of Secondary Education has issued the following *Press Note :*

It is hereby notified, until further orders that an unsuccessful candidate at the Higher Secondary / School Final Examination conducted by the West Bengal Board of Secondary Education, may get himself admitted to Class XI / Class X of

a recognised Class XI / Class X school in order to appear at the subsequent Higher Secondary / School Final Examination as a regular candidate. The last date for such admission is the 4th August of the year in which he is unsuccessful at the Higher Secondary / School Final Examiantion. Thereafter up to 2nd August a delay fee of Rs. 3/- for condonation of late admission is payable to the Board through the school. Permission for admission after 22nd August will not be granted except under very special circumstances.

Tuition fees from the month of July of the year in which he is unsuccessful at the Higher Secondary / School Final Examination are payable to the school by such a pupil. No admisiion fee should be charged if he be re-admitted to the same school from which he was sent up for the examination as a bonafied pupil.

A. Gupta
for *Secretary*

GOVERNMENT OF WEST BENGAL
Education Directorate

No. 4486(16)Sc/P Dated, Calcutta, the 22nd/23rd August, 1974

From : The Director of Public Instruction, West Bengal

To : The District Inspector of Schools, Secondary Education

Sub : Admission in Class V at Secondary Schools

It has been decided by Government that Primary Final Examination shall be abolished with effect from 1974, and that in its place, a scholarship examination at the end of Class IV be held in the month of December, 1974, to start with on an experimental basis [Vide Government Order No. 1076-Edn.(P) dated 8.8.74].

Further it has been decided that the Head Teachers of Primary Schools will hold annual examiantion and issue certificate to the pupils on the basis of results of the annual examination.

He is requested to inform the Headmasters of Secondary schools under his control that the certificates as issued by the Head Teachers of primary schools should be honoured without reservation, so that the students may get their admission in Class V without any difficulty. The Head Masters of Secondary schools may take admission test if they deem it fit.[*1]

S. N. Das
for Director of Public Instruction, West Bengal

WEST BENGAL BOARD OF SECONDARY EDUCATION

Circular No. Age/G/I/October/77 Dated, the 3rd October, 1977

To The Heads of all Institutions recognised by the Board

The attention of the Heads of all schools recognised by the board is invited to the following "Procedure for recording the date of birth of a pupil in the Admission

---

Comment

[*1] Since the abolition of old pass-fail system in recognized Primary Schools, number of candidates with promotion certificates for admission to Class V in High School has largely increased. The Heads of the High Schools are found to hold an idea that candidates coming from Primary Schools seeking... *(Contd.)*

Register of a Secondary school and for correction of date of birth. These instructions supersede all previous instructions on the subject and take effect from 1st January, 1978.

A. C. Biswas
Secretary

Procedure for recording the date of Birth* [2]of a pupil in the admission register of a Secondary School and for correction of date of birth

1. (a) These instructions are applicable to the cases of pupils (both boys and girls) of Secondary Schools recognised by the Board.

   (b) In these instructions the word, "legal guardian" means the father, or if the father is dead or incapacitated, the legal guardian of a pupil means, the one who is accepted as such by the Courts of Law.

2. At the time of admitting a pupil to a recognised High School for the first time, the Headmaster / Headmistress must obtain from the legal guardian of the pupil a declaration in writing stating the pupil's exact date of birth according to the English calendar. The declaration should preferably be supported by a birth registration certificate or extract from the Hospital record showing the date of brith or copy of the Baptismal certificate (for Christian students) or such other document as can be accepted as an authentic record of the date of birth. Where no such documents are produced, the Headmaster / Headmistress may demand, if necessary, the production of an affidavit duly sworn before a Magistrate by the legal guardian of the pupil.

... admission are of sub-standard. Hence, they are insisting on Admission Test in order to eliminate the undesirable cases. The Heads of the High Schools are getting support in favour of their stand on the basis of the circular given above. But the guardians are at bay with their Primary passed children who are refused admission to Class V in High Schools for lack of standard. Heads of the institutions are somewhere under pressure of circumstances have to get those children admitted in the High Schools without admission test. Pressure of admission in Class V of the Higher Secondary Schools are more tense than in the High and Junior High Schools in view of facilities for continuous study upto Class XII without any break.

*2Date of birth of a new entrants in Class V or Class IX as the case may be, are generally recorded in the Admission Register on the basis of date of birth as recorded in the Transfer Certificate issued by the former schools. Guardians are seldom found to be conscious or aware of the importance of this date of birth about their wards. But they are found to be interested in approaching the Heads of the Institutions to lower the age by altering the date of birth just before sending their wards up for the School Final / M.P. Examination conducted by the Board. The Heads of the Institutions are not allowed by the Board to make any change in the date of birth without previous permission of the Board.

In order to avoid this trouble, the Heads of the Institution may adopt the following steps in order to get rid of the troubles of age correction-request from the guardians.

(i) It should be notified in the Admission form that the age record once recorded in the Transfer Certificate of the previous school cannot be altered by the Head of the Institutions unless permitted by the Board.

(ii) Age correction within a year from the date of admission in Class V to VI may be entertained on submission of valid documents only.

(iii) Valid documents imply T. C., birth certificate from hospitals or Municipalities or Affidavits. Horroscope is not generally entertained by the Board. But Baptismal Certificate from Christian children is accepted.

(iv) Item No. 5 of the above circular should be followed without any fail. —Editor

3. The age of a pupil should not be entered in the Admission Register of the school unless his date of birth is declared by legal guardian in the manner prescribed above. The guardian should be given necessary instructions in this regard by the Head of the institution.

In the case of pupil admitted on transfer from another recognised school or after failure at the Madhyamik Pariksha (Secondary Examination), the date of birth should be entered in the Admission Register according to the Transfer Certificate or the Admit Card of the pupil, as the case may be.

The TRANSFER CERTIFICATE issued by an unrecognised school is not valid. It cases of admission on transfer from such a school all the instructions regarding first admission should be complied with.

4. (a) The date of birth of a pupil from Class V to VII may be corrected by the school within one year from the date of admission on production of convincing documents. The correction, when allowed should be recorded in red ink along-side the original entry in the admission register and counter-signed by the Head of the Institution. Reasons for such corrections should be recorded on the Admission Register maintained by the school and the change made should be communicated to the Board within one month from making such correction.

(b) The date of birth of a pupil in any of the classes from VIII to X should on no account be corrected by the school.

5. As soon as a pupil is promoted to Class IX, the Head of the Institution must forward to the legal guardian of the pupil a statement in the enclosed specimen form No., Age/I showing the date of the birth of the pupil as entered in the Admission Register. This is most important. The statement must reach the legal guardian of the pupil by the 30th of April of the year in which the pupil is promoted to Class IX and he should at the same time be instructed in writing to inform the Headmaster / Headmistress within the 15th July, if the date of birth has been correctly recorded. If no reply is received by the 15th of July, it will be taken that the guardian has accepted the entry in the Admission Register as correct. If however, the legal guardian of the pupil informs the Headmaster / Headmistress that the date of birth has not been correctly recorded, he should be asked to apply to the Board on or before the 31st August of the year in which the pupil is promoted to Class IX through the Headmaster / Headmistress of the school in the prescribed form No. 18 (Specimen enclosed) with the following fee and documents :

(i) A fee of Rs. 15/- (fifteen) to be paid by crossed Postal Order in favour of the West Bengal Board of Secondary Education or to be deposited in Cash in the office of the Board.

(ii) Certified copy of Birth Registration Certificate or any other document mentioned in para 2 above.

(iii) An affidavit sowrn before a Magistrate by the legal guardian. (The affidavit is non-returnable).

(iv) A statement from the legal guardian giving reasons for the wrong declaration of age at the time of first admission.

(v) An undertaking from the legal guardian in writing to the effect that he is prepared to appear before the Age Correction Committee with his ward if called upon to do so at his own expense.

(vi) A certificate from the Headmaster / Headmistress to the effect that he / she has investigated the case and he / she is satisfied that is a fit case for consideration. The application for correction of date of birth together with necessary fee and documents must reach the office of the Board on or before the 31st August of the year in which the pupil is promoted to Class IX. If any such application is forwarded to the Board after the above mentioned date but within the 31st of March of the following year under exceptional circumstances, satisfactory explanation should also be submitted together with a delay fee of Rs. 5/- (five) in addition to the usual fee of Rs. 15/- (fifteen).

6. No application for correction of date of birth of a pupil will be entertained after the 31st March of the year in which the pupil is in Class X except under very special circumstances on the recommendation of the Age Correction Committee.

7. The Headmaster/Headmistress should take special care to see that no clerical error occurs in entering the date of birth of a pupil from the Admission Register to Transfer certificate, and application forms for Admission to the Madhyamik Pariksha (Secondary Examination) or Admit Card in the case of a candidate sent up for the M. P. Examination whose application for correction of date of birth is pending with the Board. The fact of his having submitted such an application together with the number and date of the latest communication sent from the Board on subject must be clearly mentioned in the Application Form of the pupil for admission to the Madhyamik Pariksha (Secondary Examination).

8. If in spite of all possible precautions, any clerical error (including the case of absurd date of birth) occurs, the fact should be reported to the Board either by the Headmaster/Headmistress or by the legal guardian of the pupil through the Headmaster/Headmistress of the school for necessary correction in the entry of date of birth of the pupil. The report should be accompanied with the following fee and documents, in original :

(i) A fee of Rs.2/- (two). This fee is payable by the school and not by the pupil. If the application is made after 31st July of the year in which the boy sits for the Madhyamik Pariksha (Secondary Examination) for the first time, but not later than 2 years from this date, a late fee of Rs. 2/- (two) is to be paid by the pupil, in addition to the usual fee of Rs. 2/- (two) to be paid by the school.

(ii) A fee of Rs. 25/- (twentyfive) shall have to be paid, if a case of clerical error is reported to the Board after the period mentioned in 8(i) above, but not later than five years thereafter.

(iii) An extract from the Admission Register of the school showing the first admission of the student in the school certified by the Headmaster/Headmistress of the school under his/her official seal and duly attested by the District Inspector/Inspectress of Schools or the local Sub-divisional Officer or any Government Officer not below the rank of a Dy. Magistrate.

(iv) The Transfer Certificate (in original) of the student, if he was admitted into the school on transfer from a recognised school.

(v) The Admit Card of the pupil, if he was admitted or readmitted after failure at an examination conducted by the Board.

(vi) A certificate from the Headmaster/Headmistress to the effect that it is a case of clerical error* on the part of the school office.

(vii) No application for correction of clerical error shall be entertained after the expiry of the period mentioned in 8(ii) above except under special circumstances on the recommendation of A.C.C.

9. If necessary, an authorised representative of the school may be required to call at the office of the Board with the Admission Register, the First Admission Form of the pupil or the Transfer Certificate or the Admit Card along with the other necessary papers to establish that it is a case of clerical error. No T. A. will be paid by the Board.

10. The fee should be paid by Crossed Postal Order in favour of the West Bengal Board of Secondary Education be deposited in cash in the office of the Board. It is not refundable.

These instructions supersede all previous instructions on the subject and take effect from 1st January, 1978.

Note : A. C. C. means Age Correction Committee of the Board.

FORM NO. AGE/I

(This form should be produced by the School along with the application when one is made for correction of age of a student). This is for the information of Sri ____________ that the date of birth of his ward Sri ____________
(Name of the Guardian) (Name of the student)
a student of Class ____________ stands recorded in the Admission Register of this school as ____________.

If this entry appears to the above named guardian to be incorrect and he intends to get it corrected, an application for correction along with the prescribed fee and necessary documents must be submitted by him to the West Bengal Board of Secondary Education, through the Headmaster/Headmistress of this school on or before the 31st August of the year in which the pupil is promoted to Class IX if it has not already been done.

Date : ....

Signature of the Headmaster/Headmistress
Seal of the Institution

The contents of their letter have been carefully noted by me.

Date : ....

Signature of the guardian.

STATEMENT FORM FOR CORRECTION OF DATE OF BIRTH OF A PUPIL

(To be filled by the Head of the Institution in reporting to the Board a case of correction of date of birth of a pupil)

[The completed Form must reach the office of the Board along with usual fee of Rs. 15/- on or before the 31st August of the year in which the pupil is promoted

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Comment : It may be noted that the School will be required to pay the requisite fees for age correction to the Board, in case, any clerical error occurs in the Admission Register. —Editor.

to Class IX. Thereafter such a case may be entertained upto the 31st March of the year in which the pupil is in Class X provided a late fee of Rs. 5/- (five) is paid in addition to the usual fee.]

N.B. : The Head of the Institution will please see that the Form has been properly filled in and full particulars have been furnished.

1. (a) Name of the Pupil
   (b) Name of Father
   (c) Present residential address
   (d) Name of the Guardian as per School Register
   (e) Present residential address
   (f) Relationship with the guardian.
2. Class in which the pupil is reading
3. Name of the school with full Postal address
4. Date of application received from the guardian in this connection.
5. Number and date of the last letter received from the Board in reagrd to correction of date of birth of the pupil.
6. Whether the pupil concerned appeared at any examination previously and if so, the year and the roll number.
7. Date of birth according to Year Month Days
   (i) Correction sought by the guardian
   (ii) School Register.
8. Age on 1st March, 1979 according to Year Month Days
   (i) Correction sought
   (ii) School Register.

   Note : The Form No. AGE/I by which the Guardian of the pupil was informed of the date of birth of ward must be enclosed.
9. Rs. 15/- Paid by Postal Order No.____________ in Cash on ________
   Rs. 20/- (including the late fee of Rs. 5/-)
10. (a) In case of first admission :
   (i) Date of admission
   (ii) Class into which the pupil was admitted
   (iii) Relationship of the pupil with the person who signed the Declaration/First Admission Form.
   (iv) Date of birth as recorded in the Declaration/First Admission Form.
   (v) Nature of document if any produced in support of the date of birth of the pupil at the time of admission.

(b) In case of admission on transfer from a recognised school.

(i) Details of the Transfer Certificate (on the basis of which the pupil was admitted to the school.)

No.

Issued by

(Name and address of the school)

Date of birth

Age on the date of leaving the school

Class

(ii) Name and address of the school to which the pupil was admitted for the first time

Date of admission to the school

Class to which the pupil was admitted for the first time.

Date of birth

Relationship of the pupil with the person who signed the declaration.

(iii) Names and addresses of all other schools in which the pupil read thereafter, if any, and the period of study in each School.

11. How the mistake first occurred

(The Head of the institution will certify whether he/she has personally investigated the case and whether in his/her opinion, the case is a bonafide one and deserves favourable consideration by the Board).

12. Nature of evidence submitted :

(i) Birth Registration Certificate

(ii) Baptismal certificate, if any (in case of a Christian student)

(iii) Any other contemporaneous decument

(iv) Affidavit by the legal guardian. (The Affidavit is non-returnable).

N.B. : The legal guardian means the father or if the father is dead or incapaciated, the mother. If both the parents are dead or incapaciated the affidavit should be sworn by one who is accepted as legal guardian by Court of Law.

Date :

Headmaster/Headmistress

SEAL OF THE SCHOOL

B.S.E.(G). FORM NO. 43

The following particulars are required if any clerical error is committed by a school in recording date of birth of a student.

The relevant extract from the First Admission Form / Transfer Certificate / Admission Register of ________ District ________ in connection with the correction of age of Sri/Smt. ____________________________________

First Admission Form / Application for First Admission

No. Date

Name of the Student — Sri/Smt.

Father's Name — Sri

Class

Date of Admission

Date of birth

Age on the date of Admission

Signed by Sri

Transfer Certificate No. Date

Name of the Student — Sri/Smt

Father's Name — Sri

Issued by

Date of leaving the former school

Date of birth

Age on the date of leaving the former school

Class

Admission Register. Sl. No. Date

Name of the student

Father's Name

Date of Admission

Age on the date of Admission Date of birth

Class into which admitted

First admission or admitted on the basis of transfer certificate

Verified with the Admission Register/Admission Form of ______ and transfer certificate issued by ______________________

Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta 12

No. S/193 Date 24.4.1981

NOTICE

Attention of the Heads of all recognised X-Class High Schools is once again drawn to the instructions of the Board in regard admission in schools, and they are

requested to desist from :

(a) Granting any first admission in Class X under any circumstances ;

(b) Admitting students of any Jr. High Schools (recognised or unrecognised) in Class X of the Schools;

(c) Granting admission in Class X to any unsuccessful candidate of M.P. (S.E.) of other school without prior permission of the Board.

The Head of the institutions are requested to submit in the enclosed proforma by 30th May, 1981 to the respective Regional Officers of the Board separate lists showing the name, father's name and date of admission of students reading in Classes IX & X.

N. Sinha
Secretary

[Specimen form for submitting lists of pupils reading in Classes IX & X of the X-Class recognised High Schol on the basis of the roll-strength as on 2.5.81.]

School Index........

Name and address of the School.

Sl. No.	Name with father's name of the Pupils'	Class in which admitted	Date of Admission

Date : School Seal Signature of the Head of Institution

Please use additional sheets in F-Cap papers for the rest of the pupils, if any.

GOVERNMENT OF WEST BENGAL
Education Department
H.S. Branch

No. 45–Edn(HS) / 3S – 2/81 Dated Calcutta, the 13th May, 1981

From : Shri B.N. Chatterjee,
Special Secretary to the Government of West Bengal.

To : The Director of Secondary Education, West Bengal.
6, Bhabani Dutta Lane, Calcutta 73.

Sub : Collection of other fees by the Higher Secondary Schools (Classes XI and XII).

The undersigned is directed to say that according to the decision taken by the State Government the students of classes XI and XII in the Higher Secondary Stage have been exempted from payment of the tuition fees with effect from the 1st January, 1981. Government have now taken up the responsibility for payment of Salary to all approved teaching and non-teaching staff of recognised Government aided Higher Secondary Institutions. Government, however, is aware that the Institutions have to collect certain other fees and charges from the students to meet certain expenses for proper running and maintenance of the institutions but Government at the same time feel that such fees should be realised at uniform rates in all the institutions.

In the circumstances, the Government, after careful consideration, has been pleased to decide that with effect from the 1st January, 1981 fees and other charges on different accounts should be realised not exceeding the limits as indicated in the annexed Schedule.

The fees and charges collected against a particular head should be spent for that particular purpose only.The Library fee, Laboratory charges, Fan and Electirc charges, Magazine fee and Tiffin fee may be charged in those schools, where such facilities and programmes are in existence. No fee other than the fees as approved above will be collected from the students by the schools without prior approval of the Government with effect from the 1st January, 1981.

Expenditure may, however, be incurred on the following items out of the Development Fee collected by the schools :—

(1) Building-reapairs.

(2) Repair and purchase of furniture and appliances.
(3) Prize, functions and ceremonies.
(4) Audit fee (if not granted by Government).
(5) Contingent charges (if not paid by Government).
(6) Rates, rents and taxes (if not paid by Government).

No fee for admission* will be charged for admission of a student into a school. The total fees to be collected in a year should be sub-divided into monthly instalments and collected on a monthly basis. Students upto 10% of the strength coming from small income Group** should get some concession or exemption from payment of such fees and charges.

Sd/- B.N.Chatterjee
Special Secretary

Comment : * So far collection of Admission fees to Class XI is concerned, it has been categorically prohibited as it is also done for the normal classes V to X in a subsequent circular. But no prohibition is made on the collection of transfer fees.

** Since the introduciton of controlled fees collectin in all Higher Secondary Institutions in West Bengal, the West Bengal Govt. has taken up the responsibility of paying salaries to staff from Government funds through Grants-in-aid system to all recognised institutions. However, some sort of fees, other than tuition fees were still in force. As a result, introduction of complete free education was yet to be completed. Of course, students coming from low income group upto 10% will get concession or exemption from payment of such fees.

— Editor.

SCHEDULE

Maximum limit of the other fees and charges to be collected by the Schools from the students of

Classes XI & XII

Area	Development fee	Sport & Games fee	Library fee	Fans and Electric charges including Telephones	Magazine fee	Laboratory charges	Examin-ation	Tiffin fee	Total fee
	Per annum	Per annum	Per annum	Per annum	Per annum	Per annum	Per annum	Per annum	Per annum
Calcutta, Howrah and Barrackpore	25/-	4/-	4/-	3/-	5/-	5/- for each laboratory based science subject	10/-	25/-	8/-
District towns and Industrial areas	15/-	4/-	4/-	2.50	5/-	5/-	10/-	25/-	70.50
Rural areas	10/-	3/-	3/-	2.50	5/-	5/-	10/-	25/-	62.50

Sd/- B.N. Banerjee
Dy. Secretary

Memo. No. $\frac{250(16)GA}{3B-8/80}$ Dated $\frac{25.5.81}{16.6.81}$

Copy forwarded to the District Inspector of Schools (SE) ........................P.O....................Dist . ... for information and guidance. The contents of the Govt. order should be circulated to the Heads of all XII Class Higher Secondary Schools for information and guidance.

Sd/- Illegible
for Director of Secondary Educaton, West Bengal.

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta-16

To

The Heads of all Secondary Schools

recognized by the Board,

Sub : *Revised rates of fees for correction of date of birth.*

Ref : Board's Circular No. Age/G/1/Pct/77 dated 3.10.77 and office order No. S/676 dated 28.7.82 published in the Parsad Varta (8th edition July 1982).

It is notified for information of all recognized Secondary Schools that the following revised rates of fees for correction of Clerical Error in the Admission Register or in other records, and for rectification of age as recorded earlier, shall come into effect from 1st September 1982.

(1) CLERICAL ERROR :

(i) Fee of Rs. 10/- is payable by the school.

(ii) A late fee Rs. 5/- is to be paid by the pupil if the application is submitted to the Board after 31st July of the year in which the boy sits for the M.P. (S.E.) for the first time , but not later than two years, in addition to the fee of Rs. 10/- (Payable by the school.)

(iii) A fee of Rs. 25/- is to be paid by the pupil if a case of clerical error is reported to the Board after two years, but not later than five years from the date of appearing at the Board's M.P.(S.E.) Examination.

(2) ALTERATION OF DATE OF BIRTH :

(i) Fee of Rs. 20/- is payable by the pupil.

(ii) A late fee of Rs.5/- is to be paid by pupil if the application for alternation of date of birth is made after 31st July of the year in which the pupil is promoted to Class X, in addition to the fee of Rs. 20/-.

The terms and conditions as notified under Board's Circular No. Age/G/I/October/1977 dated 3rd October 1977 shall remain in force with the avove revision, until further orders.

Dated, Calcutta, Sd/- N.Sinha

the 1st September 1982. Secretary.

BOARD OF SECONDARY EDUCATION, WEST BENGAL
77/2, Park Street, Calcutta 16

No. S/30 January 21st 1983

NOTICE

In partial modification of the Board's Notification No. S/319 dated 14.4.1982, the Heads of all recognised High Schools are hereby informed-

1. that they may provisionally admit pupils in Class X by 15.2.1983 on the basis of transfer certificates issued by the recognised X- Class High Schools and report the cases of such admission to the respective Regional Offices by 28.2.83 subject to the conditions as state below :-

(i) that there is no break of studies on the part of the intending pupils (i.e. continuous break of more than 30 days within the same academic year);

(ii) that the subjects studied by the intending pupils in the previous schools in Class IX* are taught in the schools where admission is sought :

(iii) that the PROJECT and Activities undertaken under Work Education respectively by the intending pupils in their previous schools are in conformity with those in the schools where admission is sought.

2. No admission shall be made beyond 15th February 1983 without the prior permission of the Board.

However, applications submitted in exceptional circumstances after 15th February 1983 should be addressed to the Secretary of the Board through the respective Regional Offices.

Sd/- N. Sinha
Secretary

GOVERNMENT OF WEST BENGAL
Education Department
Secondary Branch

No. $\frac{314\text{–}Edn.(s)}{10M\text{-}/383}$ Dated Calcutta, the 30th March, 1983.

From : Shri S. Ghosh,
Deputy Secretary to the Govt. of West Bengal.

To : The Director of Secondary Education, West Bengal.

Sub : Enhancement of the ceiling on the optimum roll strength of students in High/Higher Secondary Schools and High Madrasahs.

The undersigned is directed to say that the Govt. have been receiving reports from different quarters to the effect that the number of students desirous of getting admitted into educational institutions in this state has increased considerably and that existing ceilings on the maximum roll-strength of students in the educational institutions have become disproportionate in the context of increased demands for enrolment. Hence, a proposal for enhancement of the ceilings was under considera-tion of the Government for some time past.

(i) That the recognised High Schools/High Madrasahs in West Bengal, both Govt. and non-Govt. may have a maximum enrolment of 1,000 students ; and

(ii) That recognised Higher Secondary cShools in this State, both Government and non-Government, may have a maximum enrolment of 1,250 students.*

Any enrolment in High Schools/High Madrasahs and Higher Secondary

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Comment : * Admission in Class X after 15th of February of the academic year on transfer certificate is admissible and permission of the Board is not necessary but after then, permission of the Board is essential.

* In the subsequent circular of the West Bengal Council of Higher Secondary Education, No. HSC/145/84 of 22.5.84 the maximum number of students for intakes into Classes XI & XII should be limited to 275 in each of the Higher Secondary Classes and the minimum number is 50. —Editor

Schools in excess of the above ceilings should, if especially necessary, be made with the approval of the concerned District Inspector of Schools (Secondary) and the West Bengal Council of Higher Secondary Education respectively.

Sd/- Illegible
Deputy Secretary

GOVERNMENT OF WEST BENGAL
Education Department
Secondary Branch

No. 525–Edn(S) / 1 F–2/82 Dated Calcutta, the 24th May, 1983

From : Shri S. Ghosh,
Deputy Secretary to the Goverment of West Bengal

To : The Director of Secondary Education, West Bengal.

Subject : Collection of Fees by the School/Madrasahs.

The undersigned is directed to say that the Government, after careful consideration and in modification of G.O. No. 29-Edn. (S) date 11.1.83 has been pleased to decide that with effect from 1.1.83 the upper ceiling of fees and other charges fixed by the Government Order referred to above should be revised as indicated in the schedule on the folowing head :

(a) Development fee.**
(b) Sports and games fee
(c) Fan and Electric charges including telephone (where the services are available)
(d) Library fee
(e) Magazine fee
(f) Examination fee

The fees and charges collected against a particular head should be spent against the particular head only. The library fee, fans, electric charges, and magazine fee may be charged in those schools/Madrasahs where such facilities and programmes exist. No fee other than the fees as approved above shall be collected from students by the schools/Madrasahs without prior approval of the Government.

It is also specified that the following items of expenditure may be incurred out of the Development fee collected by schools/Madrasahs.

1. Building repair.
2. Repair and purchase of furniture and appliances.
3. Prize, function and ceremonies.
4. Audit fee (if not granted by Government)
5. Contingent charges (if not granted by Government)
6. Rates, rents and taxes (if not paid by Government)

Comment : ** Dev. Fee may be enhanced with the previous permission of the Ed. Department in case of meeting expenditure of the unapproved teaching and non-teaching staff. — *Editor.*

7. Any other charges for the sole benefit of the students including purchase of teaching appliances. But nothing shall be paid out of it for the benefit of approved teaching and the non-teaching staff.

No fee for admission* shall be charged for admission of a student into monthly instalments and collected on monthly basis. Students upto 10% of the strength in Urban areas and upto 15% of the strength in Rural areas, coming from small income group should get some concession or exemption from payment of such fees and charges.

This order will not, however, affect the provision of G.O. No. 25-Edn. (S) dated 9.1.81 read with G.O.No. 481-Edn. (S) dated 2.5.81.

Excess amount, if already collected, as per G.O. No. 29-Edn. (S) dated 11.1.83 should be adjusted against fee to be realised in the subsequent months.

MAXIMUM LIMIT OF OTHER FEES AND CHARGES TO BE COLLECTED BY THE SCHOOL FROM THE STUDENTS

Area in whichthe school is situated.	Development fee Rs. per annum	Sports and games fee. Rs. per annum	Library fee Rs. per annum
Urban area	20.00	3.00	2.00
Rural area	12.00	2.50	2.00

	Fan and electric charges including telephone (Rs. per annum)	Magazine fee Rs. per annum	Exam. fee Rs. per annum	Total Rs. per annum
^Urban area	4.00	4.00	7.50	40.50
Rural area	3.00	4.00	7.50	31.00

N.B.1. Collection of fees for any other charges for services which are not available is strictly prohibited.

2. Collection of fees should, in no case, exceed the maximum limit prescribed by the Government. An institution may, however, realise less than the amount prescribed if the managing committee of the institution considers it necessary.

3. Collection of such fees should not be made from any student in the academic year in which he/she is sent up for Madhyamik Pariksha (School Final Examination) conducted by the West Bengal Board of Secondary Education.

A circular regarding admissibility of House Rent Allowances from the Director

* Admission fee is prohibited. But not transfer fees. High Schools are found to realize transfer fees from the out-going students.

^ Urban area means the areas within the jurisdiction of Corporation and Municipalities and the notified areas. — *Editor.*

of Secondary Education, West Bengal in his Memo. No. 453-GA dated 26.4.83 for information and necessary action.

In reference to and on the subject mentioned above the undersigned has to state that the C.M.D.A areas cannot be considered as rural area and the teaching and non-teaching staff working in secondary schools located in C.M.D.A area are entitled to 15% of the basic pay as house rent allownce as per G.O. No. 475 Edn (S) dated 17.10.81 and the rural allowance should be discountinued. The double claims of the house rent allowance at the rate of 15% of the basic pay and the rural allowance teachers cannot be entertained.

Sd/- R. Das Gupta
for Director of Secondary Education West Bengal

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta-16

No. EMU/83/Reg/CC/MP-84/2 July 2. 1983.

Instructions for the guidance of the Heads of Recognised Institutions regarding enrolment of unsuccessful candidates of previous Madhyamik Pariksha (S.E.) of 1984.

1. Regular candidates unsuccessful at the Madhamik Pariksha (S.E.) 1983 ,may either appear at the Madhyamik Pariksha, (S.E.), 1984, either as **Regular Candidate** after getting themselves admitted into Class - X of Recognised High Schools where from they had appeared last within 31st August, 1983, on payment of the prescrined fees from July, 1983.

Or,

as **Continuing Candidates** (C.C) after registering their names with the same Recognised X Class High School wherefrom they had appeared as Regular Candidates or wherefrom they had appeared as CC. Candidates in Madhyamik Pariksha, 1983, on payment of Rs. 2/- only as scrutiny fee by 10th November.

2. Unsuccessful candidates of Madhyamik Pariksha (S.E.), 1982 or of any previous year from 1976 may also appear as Continuing Candidates at the Madhyamik Pariksha (S.E.), 1984, provided they register their names in the same manner as indicated above.

3. **Compartmental Candidates** who have exhausted three consecutive chances (i.e. candidates marked Com-III in the Admit Card) or such Compartmental Candidates (Comp. or Compartmental-II, as the case may be) who would not like to avail themselves of Compartmental chances may also appear as C.C. candidates at the Madhyamik Pariksha (S.E.) 1984, provided they also register their names with the same X-Class Recognised High School wherefrom they had appeared at the Compartmental Examination.

4. **Unsuccessful candidates** appearing either as Regular or Continuing candidates will have to appear in Work Education, Physical Education and Social Service Examinations of 1984.

5. Candidates appearing as 'Continuing Candidates' will not be required to sit for

any Test Examination. But they will have to appear at the Oral Examination to be held by the School on the date or dates fixed by the concerned schools.

Schools concerned will forward consolidated lists of such Continuing Candidates so as to reach the respective District Office or Regional Office on or before 17th November, 1983.

Such candidates may appear either with 1980 or 1981 or 1982 or 1983 syllabus at the Madhyamik Pariksha (S.E.). 1984 subject to the condition that the unsuccessful candidates of 1982 or of any previous year appearing as C.C. candidates will be required to read one prose and one poerty, Supplementary reader in Bengali (F.L.) from the four supplementary Readers prescribed for 1984 and onwards for Bengali (F.L.)

6. In no case a Continuing Candidate or Compartmental Candidate who intends to appear at the Madyamik Pariksha (S.E.), 1984, will be allowed to offer 'Third Languages' as one of the Compulsory Subjects in the language Group.

Sd/- K.C.Bhattacharyya
Deputy Secretary(Examinations)

From : The Secretary,
West Bengal Board of Secondary Education
77/2, Park Street, Calcutta - 700 016.

To : The Heads of all recognised High Schools under the West Bengal Board of Secondary Education.

Sub : Insertion of date of birth in the Application Forms Madhyamik Pariksha (S.E.)

Dear Sir/Madam,

I am directed to inform you that occasionally it becomes difficult for the Board to release Certificates in favour of successful candidates, as the date of birth in respect of the candidates concerned, is not, in many cases, duly certified by the Heads of Institutions.

I would, therefore, request you to see it that the date of birth of the candidates in the application forms for the Madhyamik Pariksha (SE)/Compartmental/External is duly certified by you. In case of overwriting, your full signature with date is essential

Your kind co-operation in the matter will be much appreciated.

Yours faithfully,
Sd/- N. Sinha (Secretary)

GOVERNMENT OF WEST BENGAL
Education Department
Secondary Branch

No. $\frac{\text{666-Edn/(S)}}{\text{14A-3/83}}$ Dated Calcutta, the 21st July, 1983.

From : Shri S Ghosh,
Deputy Secretary to the Government of West Bengal.

To : The Director of Secondary Education, West Bengal.

Sub : Reservation of seats for the members of the scheduled castes and scheduled tribes in aided Non-Govt. Schools in this state.

There is a provision for reservation of seats at the rate of 15% and 5% for the

students belonging to scheduled caste and scheduled tribes respectively in all Government and Government sponsored school in this State.

It has now been decided by the Government of West Bengal that similar arrangement for reservation of seats for the students belonging to scheduled caste and scheduled tribes should also be made in aided Non-Government Schools.

Necessary Instructions should immediately be issued to all concerned accordingly.

Sd/- S. Ghosh
Deputy Secretary,

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta-16

No. S/3 Dated : January , 10, 1984

NOTICE

The Heads of all recognised High Schools are hereby informed :-

1. that they may provisionally admit pupils in Class X by 15th February of the Calendar year on the basis of Transfer Certificates issued by the recognised X Class High Schools and report the cases of such admission to the respective Regional Offices by 28th February of the same Calendar year subject to the conditions as stated below :-

(i) that there is no break of studies on the part of the intending pupils (i.e. continuous break for more than 30 days within the academic year);

(ii) that the subjects studied by the intending pupils in the previous schools in Class IX are taught in the schools where admission is sought ;

(iii) that the PROJECT and Activities undertaken under Work Education and Physical Education respectively by the intending pupils in their previous schools are in conformity with those in the schools where admission is sought.

2. No admission shall be made beyond 15th February in a Calendar year without the prior permisson of the Board.

However, applications submitted in exceptional circumstances after 15th February should be addressed to the Secretary of the Board through the respective Regional Offices.

Sd/- N. Sinha
Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta -16

No. S/135 Dated, January 19, 1987

In revision of this office circular No.S/3 dated 10.1.84 it is ordered that henceforth the following instruction be issued to the heads of all the recognised X-class high schools.

The Heads of all recognised High Schools are hereby informed-

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Comment : * Heads of the non-Govt. Schools in West Bengal are required to entertain admission of SC/ST Candidates in any of the class, if they are otherwise found fit for admission. Seat for 15% for SC and 5% for ST candidates are reserved. — *Editor.*

1. that they may admit pupils in Class X by 15th Februaryof, the Calender year on the basis of Transfer Certificates issued by the recognised X-class High Schools and report the cases of such admission to the respective Regional Offices with a copy to the Secretary,W.B.B.S.E, 77/2, Park Street, by 28th February of the same Calender year subject to the conditions as stated below.

(i) that there is no break of Studies on the part of the intending pupils (i.e continuous break for more than 30 days within the same academic year.)

(ii) that the subjects studied by the intending pupils in the previous schools in Class IX are taught in the schools where admission is sought.

(iii) that the PROJECT and Activities undertaken under Work Education and Physical Education respectively by the intending pupils in their previous schools are in conformity with those in the schools where admission is sought.

2. No admission shall be made beyond 15th February in a Calender year without the prior permission of the board.

However, applications submitted in exceptional circumstances after 15th February should be addressed to the Secretary of the Board through the respective Regional Offices.

Sd/- Sudhin Chattopadhyay
Secretary.

GOVERNMENT OF WEST BENGAL
Education Department
Primary Branch

No. 261 – Edn.(P) / 14A – 1/86 — Calcutta, the 1st June, 1987,

From :: Shri N.C.Chakraborty
Assistant Secretary of the Govt. of West Bengal

To : The Director of School Education, West Bengal (Primary Unit)

Sub : *Minimum age for first admission to Class I in recognised educational institutions.**

With reference to his letter No.1929 Sc/P dt.11.6.86 on the subject mentioned above, the undersigned is directed by order of the Governor to say that the Governor has been pleased to order that a child who completes six years of age within 90 days from the beginning of a school year should not be refused admission to class I of a recognised educational institutions in West Bengal, if otherwise found fit.

2. As regards determination of the date of birth of a child at the time of first admission into school the head of the institution concerned will ascertain the actual date of birth of the child on the basis of the birth registration certificate produced by the guardian.

3. All concerned may be informed accordingly.

Sd/- N.C.Chakraborty
Assistant Secretary

Comment : *It appears from the above circular that the minimum age of children for admission to Class V should not be less than 10+ as it was in the past. —Editor

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta-16

Circular No.S/1234 Dated 19-11-87.

To

The Heads of all recognised institutions .

By an order of the President I am directed to state as follows for information of all the Heads of the Institutions recognised by this Board.

(1) Cases of re-admission of students to the same school which they had left earlier may be disposed of by the Head of the institution without reference to the Board condoning break of study, if any upto a maximum period of 3 years for sufficient reasons provided the age of the students so re-admitted does not /will not exceed 19 years while in class X students who have been sent up by the school for the M.P. Examination but have not been enrolled may similarly be re-admitted by the Head of the same Institution from which they were sent up with condonation of break of study if necessary provided the limits regarding age and break of study as stated above are not exceeded.*

(2) in case of admission on T.C. the Head of the Institution may condone a break of study upto 3 (three) months without referring the case to the Board if the age of the concerned student while in class X does not/ will not exceed 19 (nineteen) years.

Sd/- Sudin Chattopadhyay
Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta-16

No.S/140 Dated, Calcutta, the 29th February, 1988

NOTIFICATION

*Sub : Fraudulent admission of Bangladeshi Students into some*** *bordering Schools in West Bengal —its prevention.*

It has been brought to the notice of the Board that some students who infiltrate from Bangladesh to West Bengal often fraudulently get themselves admitted without valid documents in recognised Secondary Schools situated in bordering areas.

Attention of the Heads of all recognised Secondary Schools of West Bengal is drawn to this problem. They are requested to take effective measures & special care for prevention of fraudulent admission of students infiltrating to West Bengal from Bangladesh.

The Heads of recognised Secondary Schools are reminded that only an Indian National having permanent or temporary residence within the territorial jurisdic-

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Comment : *The upper age limit for admission or readmission into Class (V to X) was so long unuttered. As regards age for readmission into Class X it has been clearly defined in the above circular, But what should be the age limit or admission into Class V to IX ?

**It will be very difficult to find out the Bangladesh students for admission in schools upto Class IX as because they are given shelters at their relatives' house and under their guardianship. Even school final pass students are found to take first admission into Class IX for future prospect in India. —Editor

tion of this Board is eligible for admission to Secondary Schools recognised by this Board.

The Heads of all recognised Secondary Schools are also requested to find out whether any such fradulent admission has been made in their schools and to report such cases to the Secretary of the Board as early as possible.

Sd/- (Sudin Chattopadhyay)
Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta 16.

No:S/601 Dated 10.8.88.

NOTIFICATION

Sub : Fradulent admission of Bangladeshi Students into some boarding schools in West Bengal—its prevention.

Attention of the authorities of all recognised secondary schools in West Bengal is invited to the Board's Notification No: S/140 dated 29th February, 1988, published in the Parshad Varta in its February, 1988 issue on the above subject.

As per decision of the Executive Committee taken at its 83rd meeting held on 17.6.88, after due consideration of the suggestion of the State Government, the authorities (i.e. Managing Committees/Adhoc Committees/Administrators) of all recognised secondary schools are requested to take the following steps for effective checking of fraudulent admission of Bangladeshi students in their schools :-

1. The School authorities must verify the genuineness of transfer certificates.
2. They must verify the permanent home address given by the student.
3. They must get the fact of Indian Nationality verified.
4. The parents/legal guardians and the students should be interviewd before admission to ascertain the veracity of their statements.
5. Original documents should be checked with care. Incidents of forged or irregular papers should be brought to the Board's notice for necessary action.

The heads of the institutions may be requested by the school authorities to take effective measures as directed in the Board's Notification No. S/140 dated 29.2.88 and as per this notification.

This Notification is published in the Parshad Varta for information of and necessary action by the authorities of all recognised secondary schools in West Bengal.

Sd/- Sudin Chattopadhyay
Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta 700 016.

Circular No. S/851 Dated Calcutta, the 2nd December, 1988

From : Prof. Sudin Chattopadhyay, Secretary
West Bengal Board of Secondary Education.

To : The heads of all recognized secondary schools

Re : Admission, Late admission, Break of studies and Re-admission.

The following rules and procedures should henceforth be followed in regard to admission into recognized secondary schools.

Consequent upon the decision to start the academic session from 1st May instead of 1st January, this circular is issued in supersession of all other previous circulars regarding admission of students.

(1) No first admission in a recognised secondary school shall be allowed to any class higher than Class IX.

(2) Cases of first admission upto class IX made by 15th July need not be reported to the Board.

First Admission.

(3) First admission upto class IX made between 16th July and 15th September must be reported to the Board in the prescribed form and with requisite fee of Rs.5/- only for approval.

(4) First admission, either to class IX or to any lower class, after the 15th of September is, in no case, permitted.

Admission on Transfer,

(5) All admission upto class IX on production of transfer certificates from recognized secondary schools are subject to the following conditions :

(i) that the head of the institution where such admission is sought, finds the pupil fit for admission to the class in which he has been reading or to which he has been reading or to which he has been promoted, and

(ii) that such admission is sought within one month from the date of discontinuance of studies of the pupil concerned but within 15th September.

Late admission

(6) Admission upto class IX on transfer may be after 15th September, till 15th December but in such cases an application together with a late fee of Rs.5/- per student should be forwarded to the Board by the head of the institution with his/her recommendation for approval of the Board.

No admission upto class IX on transfer should be made after 15th December.

(7) Admission of ward(s) of Government employee on transfer may be made beyond 15th September till the last day of February but not later.

In such cases an application together with a late fee of Rs.5/- only per student and an attested Xerox copy of transfer order in respect of the Govt. employee concerned should be forwarded to the Board by the head of the institution concerned with his/her recommendation within seven days from the date of admission for approval of the Board.

Break in the Period of Studies.

(8) If a pupil, coming with a transfer certificate from a recognised secondary school, fails to get himself/herself admitted into another recognised school with one

month from the date of discontinuance of his/her studies in the former recognised school, the head of the institution may condone a break of study upto three (3) months without referring the case to the Board and admit the pupil within 15th September, if otherwise found in order. But if such a pupil fails to get himself/herself admitted within the said period of three months, the case should be referred to the Board for condonation of break in the period of studies. Application for the purpose must be made in the prescribed form alongwith a fee of Rs.5/- only and should be forwarded to the Board by the head of the institution intending to admit the pupil immediately on receipt of such application.

(9) A pupil producing transfer certificate from class X of a recognised High School, may be admitted upto 15th *July* to class X of another recognised High School, subject to the following conditions. Cases of such admission must be reported to the Regional Officer concerned with a copy to the Secretary, Board, by 31st *July*.

(i) that there is no break of studied on the part of the intending pupil (i.e. continuous break for not more than 30 days within the relevant academic year);

(ii) that the subjects studies by the intending pupil in the previous school in class IX are taught in the school where admission is sought ;

(iii) that the project, and activities taken under Work Education and Physical Education respectively by the intending pupil in his/her previous school are in conformity with those in the school where admission is sought.

No admission to class X on the basis of transfer certificate shall be made beyond 15th of July.

Re-Admission

(10) (i) If a pupil seeks re-admission to the same school which he/she had left earlier may be disposed of by the head of the institution without reference to the Board condoning break of studies, if any, upto a maximum period of three years for sufficient reasons provided the age of the student so re-admitted does not/will not exceed 19 years while in class X.

(ii) Students who have been sent up by the school for the Madhyamik Pariksha (Secondary Examination) but have not been enrolled may similarly be readmitted by the head of the institution from which they were sent up with condonation of break of study, if necessary, provided the limit regarding age and break of study as stated above are not exceeded.

The heads of all recognised secondary schools particularly of those situated in the border areas are requested to note that only the ward(s) of an Indian national having permanent or temporary residence within the territorial jurisdiction of this Board are eligible for admission to secondary schools recognised by this Board. *They are also requested to take effective measures and special care for prevention of fraudulent admission of students infiltrating to West Bengal from Bangladesh without valid documents, viz migration certificate.*

Sd/- Sudin Chattopadhyay
Secretary

GOVERNMENT OF WEST BENGAL
DIRECTORATE OF SCHOOL EDUCATION
Grant-in-aid-section
6, Bhawani Dutta Lane, Calcutta 73.

OFFICE ORDER

Sub : Collection of other fees by the School/Madrasahs.

Due to the change of academic session in terms of the G.O. No. 886-Edn/(s) dated 8.9.1988 it has been felt necessary to allow the Secondary Schools to collect extra fees and charges for the remaining period of the academic session.

So, after careful consideration it has been decided that proportionate fees and charges of the fees prescribed in terms of G.O. No. 525-Edn(s) dated 24.5.83 except Examination fee and Magazine fee may be collected from the students from January, 1989. The terms and conditions of expenditure will remain the same as laid down in the said Government Order.

Sd/- S. Ghosh
Director of School Education, West Bengal,

Dated, Calcutta the 8th December, 1988.

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta 700 016.

Circular No. S/649 Dated, Calcutta, the 22nd May, 1989.

To : The Heads of all recognized (Secondary Schools)

Sub : Admission of blind students in recognized Secondary schools.

In pursuance of the decision of the Executive Committee taken at its 82nd meeting held on 21.5.88, after due consideration of the recommendation of the Syllabus Committee made at its 23rd meeting held on 23.11.87, the heads of all recognized secondary schools are hereby requested to consider sympathetically the matters of admission of blind students to any class of their schools provided such students applying for admission are found otherwise fit for the said class(es).

The admission of blind students shall also be regulated as per the direction contained in the Board's Circular No. S/851 dated 2.12.88.

(SUDIN CHATTOPADHYAY)
Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta-16

No. 3/68 (1000) Date 4.3.91

NOTIFICATION

Sub : Fraudulent admission of Bangladeshi students into some bording schools in West Bengal — its prevention.

In reference to Board's Notification No. S/601 dated 10.8.88 and S/140 dated 29.2.88 the attention of the authorities of all recognized secondary schools in West Bengal is further invited on the above subject.

In the Board's notification No. S/601 dated 10.8.88 the matter of varification of the Indian Nationality of the students seeking admission has been laid down as one of the conditions for admission to recognized secondary schools. Since the Government of India have stressed on the Nationality of the students, the authorities of all recognized secondary schools in West Bengal are further requested to check up any fraudulent admission of the newly admitted students in the academic year —1st May, 1990 to 30th April 1991 and to take effective steps in the manner laid down in the Board's Notification No. S/601 dated 10.8.88 and as per the instructions given for the academic year 1991-92.

The authorities of all recognized secondary schools are requested to submit report to the Board for the academic session 1990-91 by 31st March, 1991 and for the academic session 1991-92 by 31st October, 1991 prositively on that context.

Copy of the Board's Notification No. S/601 dated 10.8.88 may kindly be seen overleaf for guidance.

Copy forwarded to all concern.

Sd/- Sudin Chattopadhyay
Secretary.

7 PROCEDURE OF APPOINTMENT, APPROVAL, CONFIRMATION AND OTHER SERVICE CONDITION

CALCUTTA UNIVERSITY

No. S 255 Arbt

2nd September, 1929

Appointment Letters to Teachers

No teacher should, in future, be appointed in a recognised school on a permanent basis except on a written contract. Such teachers should, all in cases, be provided with letters of appointment before they are asked to join the school. A specimen copy of the draft letter of appointment which should be used by the authorities of recognised schools for the purpose is given below.

The Vice-Chancellor and Syndicate desire that teachers now serving on a permanent basis in recognised schools should be given letters of appointment as early as practicable and that immediate effect should be given to the rule laid down below.

"Every teacher entitled to an appointment letter on the 1st December, 1929, shall receive an appointment letter on or before the 1st January, 1930."

Draft Letter of Appointment (II) (Specimen)

From

The Secretary/Administrator
Managing Committee,..School

To..
....

Dated ....19.............

Dear Sir/Madam,

I am directed by the Managing Committee desired to inform you that you are hereby appointed substantively/temporarily..........................of the ....School, P. O. .... Dist. .... on a salary of Rs. .... per month in the scale of Rs. .... to Rs. with effect from the date of joining the School.

You will be on probation for one year/two years and after successful completion of the Probationary period, you will be confirmed on approved Services.

You are to continue to serve this institution subject to the terms and conditions laid down in the School Code applicable to aided school/unaided schools.*

Yours faithfully,
Administrator/Secretary, Managing Committee
.....................................School.

Comment : * Necessary portion may be added or omitted.
See also G.O. No. 1442-Edn(S) dated 17.11.77. — Editor.

BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 31/Aug./53 Dated the 25th August, 1953

From : The Secretary

To : The Heads of all recognised High Schools

Sub : Joint Headmaster or Rector.

The undersigned is directed to inform the heads of all recognised High Schools that the designation Joint Headmaster or Rector is not recognised by the Board.

Sd/- S.K.Sarkar
for Secretary

BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 43/Oct/53 Dated 1st October, 1953

Sub : Resignation by or Termination of Service of a Teacher

It is notified that the service of a permanently appointed teacher may not be terminated without giving three months' notice nor the service of a temporary teacher be terminated without giving one calendar month's notice ; likewise a permanent teacher may not resign his post without giving three month's notice and a temporary teacher one calendar month's notice, except where otherwise provided for in the terms of appointment. But in both these cases, a shorter notice may be accepted by either party.

The school authorities are requested to see that a teacher who gives notice of resignation is not detained unnecessarily beyond the permissible limit unless there is any specific reason for doing so. In such a case the reason should be communicated in writing to the teacher.

The school shall be liable to pay the teacher's salary for the full period, if the requisite notice is not served before terminating his service and a teacher shall forfeit his pay for the full period if he leaves school before the prescribed period for notice has expired.*

The school authorities should issue a last pay certificate of a teacher at the time of his leaving the school. This is obligatory on the part of an aided school. A teacher from an aided school should report to the Secretary of the Board if he does not receive his Last Pay certificate as he may not be allowed in any aided school to draw the pay that he last drew without such a certificate.

This cancels this office circular No. 22/June/53, dated the 25the June, 1953.

Sd/- S. K. Sarkar
for Secretary

BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 48/Nov/53 Dated the 2nd November, 1953

From : The Secretary

To : The Heads of all recognised High Schools

Comment : * See also Rule 28(9) of G.O. No. 1598-Edn(S) dated 15.7.69 and under revised notification no 640-Edn(S) dt. June, 24, 1981 for procedure of termination of service.

See also Appeal Regulations. — *Editor.*

Sub : Service of a teacher in more than one shool at the same time.

The undersigned is directed to draw the attention of the Heads of recognised High Schools to the University's Circular No. 8398-MC dated the 2nd March, 1948, and to reiterate that no teacher, part time or whole time, shall be allowed to serve more than one school at the same time without the previous permission of the Board, if he is in receipt of salary from one school or the other or from both.

Sd/-P. Banerjee
for Secretary

BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 9/56 Dated the 22nd Feb, 1956

From : The Secretary

To : The Heads of all Recognised High Schools

The undersigned is directed to state that notwithstanding any direction in the Grant-in-aid Memo, or in any other circular issued by the Board, the services of the Headmaster or of the Assistant Headmaster of a school should not be terminated unitl further orders merely on the ground of not possessing the prescribed qualifications for such posts. Provided that he has been working as Headmaster or Assistant Headmaster as the case may be in one or more recognised High Schools continuously since 1st April, 1948. The pay of such a Headmaster or Assistant Headmaster on the date on which he joins an aided high schools or on the date on which the school where he has been serving is brought under the grant-in-aid scheme will, however, be governed by the grant-in-aid rules.

The undersigned is further directed to state that as far as possible the existing untrained graduate teachers of a recognised High Schools should be deputed gradually to Training Colleges for obtaining the B.T. Degree. Those graduate teachers, who are not eligible for deputation to B.T. Training on account of overage, or for any other bonafide reason, may be allowed to continue to serve in their schools till vacancies occur in their places in the normal course. But whenever such a vacancy occurs, it should be filled by the appointment of a trained graduate.

Sd/- S. K. Sarkar
for Secretary

BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 36/56 Dated the 16th July, 1956

From : The Secretary

To : The Heads of all Recognised High Schools

Dear Sir/Madam,

I am directed to invite your attention to a type of complaints from schools which are made to the Board not very infrequently that teachers including Headmasters who were appointed on their verbal statements regarding their educational qualifications and previous experiences, when subsequently called upon by the Managing Committee to produce documentary evidence of their qualifications not only fail to do so but suddenly leave the school without leaving any clue as to their whereabouts. There has been an instance in which a school has been defrauded by

such a Headmaster and suffered financial loss in consequence. Besides such teachers bring discredit to the entire teaching profession. The school authorities particularly in rural areas, are therefore, warned against such unscrupulous persons and the Managing Committees should record without any exception the qualifications of teachers at the time of their appointment on the production of the original (or certified) copies of University Diplomas and their permanent addresses and other relevant particulars.

It has also happened that a teacher was allowed to draw a salary based on his statement of the salary he received in a school in which he served before seeking appointment in the new school. It, however, transpired later that the statement was false. To guard against such possibilities, Managing Committees of all schools should insist on the production of the last pay certificate before fixing the salary of a teacher. It, however, happens that teachers are put to some difficulties because of the delay in getting the last pay certificate. In such cases the fact should be reproted to the Board at once for necessary action. The schools are also directed to issue last pay certificates as soon as a teacher leaves the school.

Yours faithfully,
Sd/-D.P.Ray Chaudhuri
Secretary

BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 43/56 Dated the 28th August, 1956

From : The Secretary
To : The Heads of all Recognised High Schools
Ref : Confirmation of the service of a teacher

While considering approval of the deputation of teachers it has been noticed in many cases that teachers have been confirmed in their services before the expiry of the probationary period. It should be noted that the probationary period of a teacher in an Aided High School should be two years as laid down in the Grant- in-Aid Rules. A High School receiving lump grant should also be regarded as an Aided School.

In the case of a confirmed teacher of an Aided High School appointed in another High School on an identical scale of pay further period of probation may be waived or relaxed at the discretion of the Managing Committee. If, however, a confirmed teacher is appointed in another High School on a higher scale of pay, the period of probation shall be one year.

In the case of unaided High Schools, the probationary period of a teacher shall be six months* as laid down in the Revised School Code. A confirmed teacher of an unaided school when appointed in an aided school should serve a probationary period of two years in the aided school before he can be confirmed.

Though the Managing Committee of a Recognised High School will be the proper authority to confirm the services of a teacher appointed in that school, the probationary period as noted above should not be waived or relaxed, except in the circumstances stated in para 2.

Comment : * Revised and extended to two years — vide Circular No. 6/68 dated 1st March, 1968. See also Rule 28(7) of G.O. No. 1598-Edn.(S) dated 15.7.69. — *Editor.*

If a teacher has been serving in a school against a permanent vacancy continuously for more than two years and no specific decision has been taken by the Managing Committee regarding his confirmation or otherwise in a meeting held within a month of the completion of the period of probation, such teacher shall be considered to be a confirmed teacher.

Sd/- D. P. Ray Chaudhuri
Secretary

BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 20/60 Dated 18th August, 1960

From : The Secretary

To : The Heads of all Recognised Aided Schools.

Sub : Temporary appointment of teachers in short period vacancies.

The undersigned is directed to say that the expenditure incurred by the appointment of new teachers in leave vacancies of less than 30 days shall not be treated as admissible in calculating Grants-in-Aid to a school. Work of teachers on leave for short periods as above will have to be managed with the help of the other existing teachers.

Sd/- S. K. Sarkar
for Secretary

Particulars Required in connection with Approval of Appointment of Teachers in Government Aided High Schools*

(To be furnished in triplicate supported by a copy of the resolution of the Managing Committee)

1. (a) Whether a case of appointment in a permanent vacancy consequent upon the retirement/resignation of a teacher.
   (b) Whether a case temporary arrangement in leave or deputaiton vacancy (the kind or period of leave or deputation with date to be noted).
   (c) Whether a case of confirmation.
   (d) Whether a case of strengthening the staff.
2. Name of Teacher :—
3. Father's/Husband's Name :—
4. Residence ::—
   Village :— P.O. :— P.S. :— Dist. :—
5. Age as given in the Matric/S.F./P.U./H.S. Pass Certificate :—
6. Academic qualification

Comment : * If the teacher comes from Bangladesh, he/she shall have to make an affidavit before a competent court declaring himself/herself to be a citizen of the Indian Republic and the affidavit shall have to be submitted to this office.

Teachers shall have to produce documentary evidence regarding their teaching experience else he/she will be treated as a new entrant. — *Editor.*

	Years in which passed	Division & Class	Subjects
Matric/S.F./H.S./P.U.	...	...	...
I.A., I.Sc. or I.Com.	...	...	...
B.A., B.Sc. or B.Com.	...	...	...
M.A., M.Sc. or M.Com.	...	...	...
V.M./B.T./M.Ed.	...	...	...
Science/Geography Training Certificate	...	...	...

7. Previous teaching experience — Schools with period of service :
8. If the teacher previously worked in any Governments Aided School, West Bengal, the rate of pay or allowance drawn as given in his/her last pay certificate (a copy of the last pay certificate attested by the Secretary of the school concerned be furnished).
9. Nature of vacancy in which appointed, name of the teacher, designation, pay etc., in whose place appointed.
10. Date on which appointed :—
    Pay and allowance admissible under the new rules :—
    (In case of confirmation — date on which first appointed should be noted with the original pay). (Resolution, No., & date of the meeting to be noted).
11. Condition, if any, of the appointment.
12. In case of strengthening the staff following particulars should be furnished :
    (a) Present roll-strength of the school.
    (Class by Class)
    (b) No. of posts sanctioned as per Grant-in-aid memo.
    (c) Existing number of teachers on the staff classified according to qualificaitons.
    (d) Special reasons why the staff has been strengthened and subjects specially to be taught by the teacher to be noted.

Certificates to be given :

(i) That the teacher's pass certificates have been verified.

(ii) That the previous experience of the teacher as noted has been verified from the documentary evidences produced by the teacher.

(iii) That the post (in case of permanent vacancy or strengthening of staff) was duly advertised.

Signature of the Hd. master/Hd. mistress Signature of Secretary.

Date ______________ Date __________ 19....

BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 23/60 Dated the 7th November, 1960

From : The Secretary

To : The Heads of all recognised schools

Sub : Particulars Required for Approval of Appointment.

The undersigned is directed to state that the following particulars should always be submitted while seeking approval of appointment of schools :

1. Particulars of the teacher as per requirement of the Staff Statement Form.
2. The resolution of the Managing Committee in respect of appointment of the teacher concerned.

In the case of aided school, however, the particulars of the teacher should be forwarded in the form prescribed by the Director of Public Instruction, West Bengal and through the District Inspector/Inspectress of Schools concerned.*

Unaided Schools should submit all such cases with the above particulars to the Board *direct*.

Unless this is adhered to, disposal of cases is bound to be delayed.

Sd/- A. Gupta
for *Secretary*

BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 4/61 Date 11th March, 1961

From : The Secretary

To : The Heads of all Class-X & Class-XI Schools.

Re : Appointment of B.T. Teachers.**

The undersigned is directed to state that it is often found that a teacher, who is deputed to a Training College on his executing a bond of agreement with his school that he will serve the school for a period of 5 years from the date of the completion of his training or for a period of 3 years from the date of his passing the B.T. Examinaion, joins another school without the permission of his school and Board, before the completion of the Agreement executed by him.

It is, therefore, necessary to see before appointing a trained teacher :

(i) Whether he is leaving his school before the completion of a period of 5 years from the date of the completion of his training or before the completion of 3 years from the date of his passing the B.T. Examination; xx*

(ii) Whether he has enjoyed deputation allowances from the Board ;

Comment : * Now to the D. I. of schools (S.E) in case of aided High Schools.

** Nowadays, following papers and documents are required for submission in connection with the case or cases of approval of appointment. See : School Management Chapter – (C) Appointment / Approval of the Manual.

xx* Appointment of trained teachers is prescribed no doubt, but no where it is emphasized on the plea of non-availability of trained hands.

An untrained teacher is required to furnish a bond to serve the school at least for a period of three years after passing the B.T./B.Ed. examination. But in practice, a trained teacher willing to serve some other institution is virtually allowed by the Board/District Inspector of Schools (S.E). — *Editor.*

(iii) Whether he has been duly released by the school with the approval of the Board. (The letter of the Board's sanctioning the release of the teacher should be produced by the teacher) ;

No teacher whose release has not been sanctioned by the Board should be appointed in any other schools.

Sd/- S. K. Sarkar
for *Secretary*

GOVERNMENT OF WEST BENGAL
Education Department
Development Branch

No. 1786-Edn(D)/5P-11/61 Dated, Calcutta, the 29th April, 1961

From : The Secretary to the Government of West Bengal.

To : The Director of Public Instruction, West Bengal.

Sub : Centrally Sponsored Schemes — Improvement of scales of pay of secondary schools teachers.

In modification of Government Order No. 11519-Edn., dated the 4th October, 1958, the undersigned is directed by order of the Governor to say that under the existing principles as laid down in the above Government order the trained M.A./M.Sc.'s (Class III) with teaching experience of five years and acting as Headmasters from a date prior to the 1st March 1957, may be appointed as Headmasters on a substantive basis.

2. In view of the dearth of trained M.A./M.Sc.'s (Class II) or trained graduates with Honours Degree, the Governor has been pleased to direct that the trained M.A./M.Sc.'s (Class III) with teaching experience of five years and who have been working satisfactorily as Assistant Headmaster for at least five years prior to 1st March 1961, in recognised aided High Schools or as Headmasters on a temporary basis from a date prior to the 1st March 1961, in recognised aided High Schools may be appointed as Headmasters on a substantive basis and placed in the scale as admissible.

H. B. Ghosh
for *Secretary*

BOARD OF SECONDARY EDUCATION, WEST BENGAL
Dated, Calcutta the 27th February, 1962.

Sub : Part time Hindi Teachers

Comment : * Qualifications for the post of the Head of the Institution have been prescribed as, good M.A./Honours with good B.T./B.Ed. degree. Good M.A. means at least a second class master degree in any School subject or second class Honours. Education has been recognized as a school subject. 3rd class M.A. with 40% marks is also treated as a proper qualificaiton for the post of the Head of the Institution. Special Honours is no longer treated as a due qualification for the post of the Head of the Institution. However, working Headmaster/Headmistress below the standard of the prescribed qualifications may be admitted as 'Teacher-in-Charge' of High/Higher Secondary school to continue upto retirement or resignation as the case may be on such pay as per qualificaiton plus an admissible special pay of 75/- / 100/- according to latest Government Circular No. $\frac{54\text{–}Edn.(B)}{9P.S/83}$ of 5.3.1986. — *Editor.*

A school may appoint a part-time teacher for teaching Hindi and pay him Rs.40/- per month if the number of weekly classes is 8 (eight) or less and Rs. 50/- per month if the number is above 8. if however, such a teacher has the same number of classes as that of a whole-time teacher in a school, he may be appointed on a full-time basis and given the scale according to his qualification.

For teaching Hindi as a Third Language, a Kovid diploma or a diploma in Hindi Teaching, each with Matriculation or equivalent qualification, is considered as the minimum.*

WEST BENGAL BOARD OF SECONDARY EDUCATION

Circular No. 6/68 Dated the 1st March, 1968

From : The Secretary

Sub : Confirmation of the service of a teacher in unaided Schools.

Ref : This office Circular no. 43/56 dated the 28th August, 1956.

In partial modification of this office circular on the subject mentioned above, it is notified for information that the period of probation of teachers of unaided Secondary Schools should henceforth be the same as in the case of teachers of aided Secondary Schools also, i.e., two years.

The other conditions as laid down in the circular referred to above remain unaltered.

Sd/- D. Majumder
Secretary

GOVERMENT OF WEST BENGAL
EDUCATION DIRECTORATE
Grant-in-aid Section

Particulars in connection with the condonation of break of service of teachers and other staff of aided Secondary Schools

1. Name of the Teacher/Headmaster/Headmistress/Asst. Headmaster/Asst. Headmistress/Clerk.
2. Qualificatio.
3. The period of break in service* for which condonation is required (dates to be indicated) (from.................................. to.......................................)
4. Reasons for the break in service for which condonation is required (copy of documents, if any, supporting the statement to be submitted).
5. (a) Name and address, status (High, Jr. High etc.) management (aided/un-aided) of the Institution where he/she served just before the break.

   (b) Period of service in the institution [i.e. the institution] under (a) above (from.................................. to.......................................)

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* Teaching of Hindi as a Third Language has become obsolate and it is no longer insisted on either by the Board or by the Education Directorate.

* 'Break in Service' upto the period of twele months is not required now to be submitted to the Dist. Inspector of Schools/Director of Secondary Education for condonation. — *Editor.*

(c) Post held in the institution (Headmaster/Headmistress/Asstt. Headmaster/Asstt. Headmistress/Asstt. Teacher etc.) — whether confirmed/on probation/temporary etc.

An attested copy of —

(i) the Managing Committee's Resolution regarding appointment/confirmation etc., in the institution.

(ii) Letter of the Board or D.P.I., W.B. approving the appointment and in its absence.

(iii) the letter approving the appointment of the outgoing incumbent in whose place he/she was appointed.

(d) Reasons for leaving the institution. (If due to resignation, discharge etc., an attested copy of the relevant extract of the resolution of the Managing Committee to be submitted).

(e) Total length of service in other recognised secondary schools prior to break. (Names of such institutions and period of service in each to be indicated).

6. (a) Name, status (High/Jr. High etc.) and management (aided/unaided) of institution where he/she joined just after the break.

(b) Post held in this school (i.e. in the school under 6a — whether confirmed/on probation/temporary).

7. If he/she is still in the insitution as stated in 6a. If not, the names, status (High/Jr. High etc., and management (aided/unaided) of institution(s) he/she served subsequently with period of service in each to be indicated.

8. (a) The period of break in service condoned on any previous occasion(s), if any. (An attested copy or copies of the order(s) to be submitted).

Period of previous break not condoned, if any (from.............. to.............)

9. Remarks, if any.

Countersignature of the Secretary or Administrator of the school with his/her official seal to signify that he/she has verified the above statement with ref. to the original records and papers.

Signature of the teacher/Headmaster/Headmistress/
Asstt. Headmaster/ Asstt. Headmistress/Clerk.

GOVERNMENT OF WEST BENGAL
DIRECTORATE OF EDUCATION
Grant-in- Aid Section

No. 3225(24GA) 19th April, 1968.

From : The Director of Public Instruction, West Bengal

To : The District Inspector of Schools, Howrah

Sub : *Removal and subsequent re-instatement of teaching and non-teaching staff of aided non-Government Secondary Schools.*

It has come to the notice of the Education Directorate that the authorities of the schools sometimes removed teaching and non-teaching staff from the service

of the school* and appointed substitutes for them. Some of the staff, so removed, subsequently got reinstated with retrospective effect under orders of competent authorities. This resulted in additional expenditure and as the schools participate in the Grant-in-aid scheme they submitted claims to the Education Directorate for sanction of grants to enable them to comply with the terms of award by the Appeal Commitee of the Board of Secondary Education, West Bengal or orders of any other competent authority. Apart from this, it has been noticed that complications arise in the case of the substitutes who become thereby surplus to the requirements of the staff and it may be difficult to dispense with their services. In such case the additional liability for payment of their salary is also ultimately thrust on the Education Directorate.

In the circumstances, the undersigned is directed to state that the authorities of the aided non-Government Secondary Schools should not appoint any substitute in the vacancies caused by the discharge or termination of service of any teaching staff (including the Headmaster/Headmistress) and non-teaching staff of the schools wihout prior approval of the Education Directorate, until the time for disposal of an appeal by the Appeal Committee of the West Bengal Board of Secondary Education (or any other competent authority) expires.

The authorities of all non-Government aided Secondary Schools under his jurisdiction may please be informed accordingly.

K. R. Banerjee
For Director of Public Instruction, West Bengal.

GOVERNMENT OF WEST BENGAL
DIRECTORATE OF EDUCATION
(Grant-in- aid Section)

No. 12671-GA 17th December, 1968.

From : The Director of Public Instruction, West Bengal
To : The D. I. of Schools, Howrah and Hooghly South.
Sub : Sanction of additional posts of teachers in aided High/Higher Secondary Schools.

It has been observed that the committees of management of some institutions are appointing additional teachers without getting the posts sancitoned by the Education Directorate. As a result the teachers working in these posts are not being allowed Government D. A., nor their pay being taken into account, while calculating Grant-in-aid of the schools if the number of admissible class-units do not justify such appointment. This causes much hardship to the teachers as well as to the committee of management.

It has therefore, been decided that the principles and the criteria as laid down below will henceforth, be followed regarding sanction of additional posts of teachers in aided High/Higher Secondary schools :

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* In the subsequent circular of the Board of Sec. Education No. $\frac{\text{1059-Edn(S)}}{\text{15-19/77}}$ dt. 19th Aug., 1977 absentee teachers and non-teaching staff prevented under duress from attending to their normal duties have been reinstated and the staff recruited in their vacancies have also been regularised. — *Editor.*

(i) that additional teachers beyond the sanctioned strength shall not be appointed without the prior permission of this Directorate;

(ii) that the Managing Committee/Administrator of the school shall not fill up any vacancy of the school in the normal section — temporary or permanent without prior permission of the Directorate if the sanctioned strength of teachers has been rendered surplus due to reduction in the number of class-units or for sanction of teachers for Higher Secondary Streams by the Education Directorate;

(iii) that the proposal for opening of additional section in a Class will be considered by the Directorate on the basis of the criteria.

(a) trend of increase in the role-strength in the particular class during the two previous years and the circumstances leading to such increase whether by first admission, admission on transfer from some other school due to completion of the school course there or due to guardian's option;

(b) ordinarily an increase of at least 15 pupils over the permissible limit in a class;

(c) provision of suitable accommodation in class-rooms of the prescribed size (i.e. class-room having a floor space of at least 400 sq.ft.).

(d) role-strength in the top two-classes is not less than 20% of the total role-strength of the school;

(iv) that permission for excess admission of 5 to 10 students in a class may be accorded by the Education Directorate on merit of the respective cases;

(v) that the sanction for additional posts of teachers, if any, will be accorded purely on a temporary basis for a period not exceeding two years.

(vi) that the number of additional posts that may be sanctioned for a school shall not ordinarily exceed one in a year until further orders;

(vii) that the teaching load of class XI in respect of Higher Secondary stream or streams which were sanctioned on condition that no grant-in-aid for teachers; salary for these streams will be available from the Education Directorate will not be taken into consideration nor will be the additional teaching load in classes IX and X due to introduction of such streams be taken into account for determination of the total sanctioned strength of teachers under the grant-in-aid scheme;

(viii)that the minimum teaching work for the teachers will be as follows :

Headmaster/Headmistress :	12 period per week excluding tutorial work.
Asstt. Headmaster/Headmistress :	22 periods per week excluding tutorial work.
Asstt. teachers :	29 periods per week exluding tutorial work.
Career Master :	12 periods per week excluding tutorial work and 17 periods per week for guidance work.

The teachers of Elective subjects for the Higher Secondary Streams in respect of which the institution is in receipt of grant-in-aid will be required to do at least

29 periods of teaching work per week including their teaching periods in the normal section but excluding tutorial work.

It may be noted that the principles laid down above will be strictly adhered to from the next academic session (i.e. the session which begins from January, 1969.)*

This may be circulated to all the aided High/Higher Secondary schools under his Jurisdiction immediately.

K. R. Banerjee
Director of Public Instruction, West Bengal

GOVERNMENT CIRCULAR

No. 93(50)Sc/S — Dated, the 6th January, 1972

From : The Director of Schools (Secondary Education)

Sub : Appointment of untrained teachers in Secondary Schools including Madrasahs.

The undersigned has to inform him/her that quite a good number of seats have been kept reserved for freshers in Training Colleges in the State. Every year these Training Colleges are training out sufficient number of trained freshers who might be very well considered for employment in secondary schools. It is therefore, necessary that the employment of untrained teachers in Secondary Schools should be discouraged in the face of availability of trained hands.

He/She is, therefore, requested to inform Heads of aided Secondary Schools under his/her jurisdiction that with effect from January, 1972 no untrained teachers should be appointed in Junior High Schools, Junior Madrasahs, High Schools and Higher Secondary Schools, High and Higher Madrasahs.

In case of vacancies in High and Higher Secondary Schools for subject teachers untrained teachers may be appointed provided it can be established by school autorities that despite advertisement for trained hand no trained teacher was available.**

The instructions laid down above should be given wide publicity immediately.

Sd/- S. C. Roy
for Director of Public Instruction, West Bengal.

Comment : * Minimum teaching load for teachers : An assistant teacher is now required to take up 25 periods including allotment of provisional classes of absentee teachers per week excluding 11 periods of tutorial classes. There has been no change of load for the Heads and Asstt. Heads of the Institution. It is really beyond imagination how the Headmaster and the Asstt. Headmaster of a big Institution or a Higher Secondary (integrated) Institutions are expected to take up so many classes beyond their multiferious administrative duties. Provision of tutorial class is virtually turned to a privilege.

** In the above circular, the last portion of the circular ("no trained teacher was available") is an opportunity to the Management for evading their responsibility of recruiting trained hands. The Education Department while according permission to Schools for appointment of teachers fix up the standard of necessary qualifications; but about training qualification only 'preferably trained' is prescribed. The school authorities can exploit the benefit on the plea of non- availability of trained hands. —Editor

GOVERNMENT CIRCULAR

Memo No. $\frac{\text{1369.GA}}{\text{4G.24-6GA/66pt.}}$ Dated, Calcutta, the 9th July, 1973.

From : The Director of Public Instruction, West Bengal

To : District Inspector of Schools (Secondary Education), Jalpaiguri, P.O. & Dist. Jalpaiguri.

Sub : Appointment of lady attendant in a recognised High/Higher Secondary School with co-education.

In reference to her letter No. 68/H dated 30.3.73 on the above subject the undersigned has to state that a lady attendant appointed in a recognised High/Higher Secondary Co-educational Institution on any date after 1963-64 beyond the strength as permissible in terms of Government Order No. 3641-Edn(D) dated 15.11.63 is not admissible.*

Sd/- S. Chatterjee
for Director of Public Instruction, West Bengal.

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
Secondary Branch

No. $\frac{\text{386-Edn(S)}}{\text{5P-30/Pt.72}}$ Dated, Calcutta, the 12th March, 1974.

From : Shri B. N. Chatterjee, I. A. S.
Joint Secretary to the Government of West Bengal.

To : The Director of Public Instruction, West Bengal

Sub : Recruitment to the posts of Headmaster/Headmistress in recognised Non-government High and Higher Secondary Schools.

The undersigned is directed to say that qualifications for the posts of Headmaster/Headmistress in aided recognised non- government High and Higher Secondary Schools have been prescribed by the Government from time to time in connection with the revision of scales of pay of teachers of aided recognised non-Government Secondary Schools. The minimum qualifications prescribed for the purpose have been shown in Annexure I to Finance (Audit) Department Memo No. 666-F dated the 1st Marh, 1971 and Headmasters/Headmistresses of recognised non-Government High and Higher Secondary Schools not possessing the prescribed minimum qualification who have been specially permitted to draw pay in the revised scale or at the initial state of scale have been shown in the notes thereunder. It has however, come to the notice of the Government that in spite of the direction givn in G.O. No. 1332-Edn.(S) dated the 24th December, 1966 to the effect that no underqualified persons should be appointed as Headmasters/Head-

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Comment : ** Appointment of lady attendant in a girls' school or co-educatinal Boys' High/Higher Secondary Schools has been allowed within the sanctioned strength of the non-teaching Class IV staff.

— Editor.

mistresses except as a purely temporary measure, a large number of persons without the prescribed minimum qualification have been appointed and allowed to continue in the posts of Headmaster/Headmistress for years.

2. Headmasters/Headmistresses not possessing the prescribed minimum qualifications who are still in position may be placed under one of the following categories :

1. Third class M.A./M.Sc. (if there by any) appointed on or after the 1st March, 1961.

2. M.A./M.Sc. securing less than 40% marks appointed after 24th December, 1966.

3. Graduates with Special Honours appointed after the 24th December, 1966.

4. Pass Course Graduates appointed on or after the 1st April, 1962 (Those in position on the 31st March, 1962 with the approval of the appropriate authority was allowed the time-scale).

5. The question of regularisation of those appointments has been under consideration of Government for some time. After careful consideration the Governor is pleased to direct that :

(a) Persons under categories (1), (2) and (3) above may, at their option be, admitted to the revised scale provided (i) their work has been satisfactory, (ii) appointment was approved by the appropriate authority, (iii) had the training qualification and five years' teaching experience at the time of initial appointment as Headmaster/Headmistress, and (iv) have been in position for a continuous period of 3 years prior to the 1st April, 1970.

(b) Pass Course Graduates who were in position on the 31st March, 1962 and permitted to draw pay at the initial stage of the prescribed scale of Headmaster/Headmistresses may be permitted to draw increments subject to fulfilment of conditions specified in clause (a) above.

(c) Pass Course Graduates appointed between the 1st April, 1962 and the 24th December, 1966 (both days inclusive) may, at their option, be permitted to draw at the initial stage of the revised scale of pay subject to fulfilment of conditions specified in clause (a) above. They may be permitted to draw usual increments in the scale of pay on their improving qualifications to the prescribed standard within a period of three years, otherwise, they may be replaced by qualified persons.

(d) Pass Course graduates with requisite training qualificaiton and teaching experience appointed after the 24th December, 1966 may be admitted to the prescribed scale of pay on their improving qualificaiton within a period of three years, otherwise, they may be replaced by qualified persons.*

(e) Other Headmasters and Headmistresses who do not have the prescribed minimum qualificaitons and who had less than three years' continuous service to their credit on the 1st April, 1970 may be admitted to the prescribed scale of pay on improvement of their qualifications within a period of three years.

4. The following principles are prescribed for fixation of pay of the Head-

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Comment : * Pass course graduates with training qualificatins, who are on the service of acting/officiating Headmaster/Headmistress of a High/Higher Secondary schools have been treated as 'Teacher-in-Charge', vide circular of the Education Dept. No. $\frac{\text{54-Edn(B)}}{\text{9P-S/83}}$ dt. 5.3.1986. —Editor

masters/Headmistresses referred to in clauses (a) and (b) under para 3 above subject to fulfilment of the conditions specified therein :

(i) Pay of Headmasters/Headmistresses under category (a) may be fixed with effect from the 1st April, 1970 at the initial stage of the time-scale or at a stage corresponding to the officiating pay drawn or admissible under the existing rules. If there is no such stage, then the pay should be fixed at the stage next below, the difference being treated as personal pay to be merged in future increments.

(ii) Headmasters/Headmistresses under category (b) whose pay had already been fixed at the initial stage of the time-scale may be permitted to count their service from the 1st April, 1970 for increments in the scale.

Financial benefit in all the cases should be given from the date of issue of this order.

5. For future recruitment the following principles should be observed :

(i) No Junior High School should be recommended recognition as a High School unless a duly qualified Headmaster/Headmistress for a High School is in position;**

(ii) No appointment of any underqualified Headmaster/Headmistress should be approved except for a period of six months in exceptional circumstances. Grant against the post may be withheld if the authorities of the schools concerned do not comply with the directions of the Director of Public Instruction, West Bengal. For good and sufficient reasons the Director of Public Instruction may, however, extend the period of temporary approval by another six months.

(iii) Assistant Headmaster/Assistant Headmistress with the prescribed minimum qualification for the post of Assistant Headmaster/Assistant Headmistress and with a period of continuous service for at least five years as Assistant Headmasters/Assistant Headmistresses will be eligible for appointment as Headmasters/Headmistresses though attempts in every case should be made to recruit the best available candidate.**

Sd/- B. N. Chatterjee
Joint Secretary.

GOVERNMENT OF WEST BENGAL
EDUCATION DIRECTORATE
Grant-in-aid Section

No. $\frac{\text{36-GA}}{\text{4G-527-GA/67}}$ 13th July, 1974

Filling up of the post of Headmaster/Headmistress in Aided High/Higher Secondary Schools.

It appears that the cases of prior permission of the Education Directorate for filling up of the post of Headmaster/Headmistress in some aided High/Higher Secondary Schools are being forwarded to this office.

Comment : ** This is yet to be strictly followed.

** Direct apponitment to the post of Asstt. Headmaster in a High/Higher Secondary school has been discontinued. The vacancy caused by retirement or resignations or newly created on the basis of roll strength will be filled in according to guidance of the staff pattern of 1974 and the the post of Asstt. Headmaster/Headmistress has to be filled in according to existing rule of selection of candidates from the existing staff. — *Editor.*

In clarification of his office Circular No. 671(16)GA dated 19.4.74 and the instructions under item No. 11(a) and 11(b) of Grant-in-aid application for 1973-74, the undersigned has to state that the post of Headmaster/Headmistress of aided High/Higher Secondary Schools may be filled up by the respective school having due regard to the principles and procedure regarding recruitment, if the vacancy resulting from resignation, superannuation and death be a clear one and free from any dispute whatsoever. But if after observing the rules of recruitment, any existing Assistant Teacher/Assistant Hadmaster is found to have been selected and appointed to the post of Headmaster, the resultant vacancy should not, however, be filled up without prior permission of the Education Directorate.*

Sd/- Illegible
for Directorate of Public Instruction, West Bengal.

GOVERNMENT CIRCULAR

Education Directorate

No. 2360(16)SC/G / 7A–24G/75 Calcutta, the 8th November, 1975

From : The Director of Public Instruction, West Bengal

To : The District Inspector of Schools (Secondary Education)

Sub : Appointment of male teachers in Girls' Secondary Schools.

The undersigned has to invite a rerefence to the above subject and to state that the appointment of male teacher in recognised Girls, Seocondary Schools should not ordinarily be approved. Male teachers may only appointed in such schools in exceptional circumstances on a purely temporary basis with the prior approval of the Director of Public Instruction, West Bengal, subject to the condition that they should be replaced by qualified lady teachers as soon as possible. Male teachers who might have been appointed in such schools upto the 31st March, 1966, but not later than 1.1.1975, and have been continuing thereafter may however by retained permanently after considering each case individually on its own merit by the Director of Public Instruction, West Bengal.

The male teachers who might have been appointed in such schools upto the 31st March, 1966, and have been continuing thereafter should be got approved by the Director of Public Instruction, West Bengal, immediately.

However, it may please be noted that the service of no male teacher, if appointed without prior approval of the Director of Public Instruction, West Bengal, after 31st December, 1975 will be approved by this Directorate.

This should be brought to the notice of all Headmistresses/Secretaries of

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Comment : * Filling up of the post of Headmaster/Headmistress of a High/Higher Secondary School by direct appointment through promotion is not premissible. However school authorities may write to the Dist. Inspector of Schools (S.E) seeking permission to fill up the vacancy by the qualified candidates from amongst willing and qualified candidates of the teaching staff according to rules for selection of candidates. —Editor

all secondary schools for girls immediately.x*

Sd/- A. Bose
for Director of Public Instruction, West Bengal

See also Circular No. 23/57 dated 22.7.57 and G. O. No. 3209- Edn(D) dated 28.7.64.

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
Secondary Branch

No. 2243-Edn(S) / 5P/30/72/76 Dated, Calcutta, the 9th December, 1976

From : Shri S. N. Choudhury
Deputy Secretary to the Govt. of West Bengal.

To : The Director of Secondary Education, West Bengal

Sub : Eligibility of B.Com. (Old Course) B. T. teachers for appointment to the post of Asst. Headmaster in aided High Schools.

The undersigned is directed to refer to his letter No. 2494-GA dated 18th November, 1976 on the subject mentioned above and to say that Government have accepted the recommendations of the Education Directorate and agree to the proposal that, subject to fulfilment of other conditions teachers with B. Com. (old course) degree appointed prior to 24th November, 1966, are eligible for appointment as Assistant Headmaster in the High School.*

Sd/- S. N. Choudhury
Deputy Secretary

GOVERNMENT OF WEST BENGAL
EDUCATION DIRECTORATE
Grant-in-aid Section

No. 2672(16)GA 22nd September, 1977

Sub : Prior permission for filling up vacancies of teachers in Aided High Schools against sanctioned strength.

Ref : This Directorate No. 2546(16)GA, dated 24.11.1976.

On the above subject this Directorate has come to know that the process of taking prior permission from this Directorate for filling up vacancies in the teaching staff occurring within the sanctioned and admissible strength due to retirement/resignation/death/approved dismissal/long leave of teachers, delays appointment of teachers. The school authorities thereby suffer specially when the appointment is urgent. In order to remove this difficulty he/she is hereby

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x* Ordinarily appointment of male teachers in any girls' High School is not allowed. But appointment of teachers in rare subjects like Music, Statistics, Physics, Chemistry etc. may not be always, particularly in a rural area school, available. Management of such schools (High/Higher Secondary) may impress upon the Dist. Inspector of Schools (S.E) by supplying all relevant information in details regarding non-availability of qualified staff. — *Editor.*

* This is a solitory example of such order.

authorised to issue such prior permission to the schools concerned from his/her end, until further orders. Hence, in supersession of all previous orders issued by this office, no cases for permission for filling up of vacant posts of teachers are to be forwarded to this office. (The cases already forwarded to this office will, however, be decided here). In special cases however, where he/she would like to refer the matter to this Directorate, the decision will be given by this Directorate.*

In this respect he/she is requested to calculate admissible class units of the current year carefully, before issuing permission to fill up the vacancies within the sanctioned strength, keeping the prevailing orders in view.

In case where the vacancy is of a Life Science teacher, when such a teacher is the only teacher for Life Science in the particular school, he/she may instruct the school to fill up the vacancy prior to referring the matter to his/her office in view of the fact that the filling up of the said vacancy is more urgent.

All the aided High Schools within his/her jurisdiction may be informed accordingly. This circular, however, does not empower him/her for sanction of any additional (though admissible) posts.

E. Dutta
for Director of Secondary Education, West Bengal.

GOVERNMENT ORDER

Additional Teachers for Jr. High Schools/Madrasahs

No. 464-Edn(S) / 4E-13/77 — Dated, Calcutta, the 11th April, 1978

From : Shri S. N. Chowdhury
Deputy Secretary to the Government of West Bengal

To : The Director of Secondary Education, West Bengal

Sub : Appointment of additional teachers in Junior High Schools/Junior High Madrasahs with Classes V to VII.

The undersigned is directed to say that at present the number of teachers ordinarily sanctioned to a recognised non-Govt. 4-Class Junior High School/Junior High Madrasah (Classes V to VIII) with one unit in each class is 5 including one Headmaster or Headmistress. Consequent on the introduction of the revised curriculum in Secondary Education in this State with effect from 1st January, 1974, additional subjects were introducing in Junior High Schools and Junior High Madrasahs. It has, therefore, become necessary to increase the strength of teaching staff in Junior High Schools/Junior High Madrasahs with Classes V to VIII.

In the circumstances the Governor, after due consideration is pleased to approve the proposal for appointment of one additional teacher in each recognised non-Government Junior High Schools/Junior High Madrasahs with one unit in each of the Classes from V to VIII with effect from 1st April, 1978 or from any subsequent date on which the teachers are actually appointed.

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* In spite of this circular of the D.S.E. to the Dist. Inspector of Schools (S.E), concerned schools should not proceed to appoint even Life-Science teachers without previous permission of the Dist. Inspector of Schools (S.E). Because, un-necessary troubles may arise for satisfying the Higher authorities in securing the approval of the appointment of such teachers. —*Editor.*

The number of such teachers for whom grant-in-aid is payable towards pay & D.A. etc., should not exceed 2000 during the current financial year.

The charge involved may be debited to the head "A (VII) — Minimum Needs Programme — State Plan (Fifth Plan) — Expansion of teaching and educational facilities for children or the age-group 11-14 (1) Teacher and non-teacher cost — Grants-in-aid/contributions" in the 277 — Education (excluding Sports and Youth Welfare) Budget.

This order issues with the concurrence of the Finance Deptt. vide *their* U. O. No. Group B. 63 dated 6th February, 1978.

The Accountant General, West Bengal and the Pay & Accounts Officer, Calcutta, Pay & Accountants Office are being informed.

Sd/- S. N. Chowdhury
Deputy Secretary

Education Department
H. S. Branch

No. 61-Edn(HS) / 3S-27/77 — Dated, Calcutta, the 11th May, 1978

From : Shri S. N. Chowdhury
Deputy Secretary to the Govt. of West Bengal

To : The Director of Secondary Education, West Bengal
5, Council House Street, Calcutta.

Sub : Sanction of whole-time teachers for the Higher Secondary Institutions in integrated form.

Ref : His U. O. No. 578/HS dated 10.12.77.

The undersigned is directed to state that the question of prescribing a new staff pattern for the institution having new Higher Secondary Courses (Classes XI & XII) introduced from July, 1976 has been under active consideration of the Government.

2. Pending formulation of the policy in this respect, the Governor is pleased to decide that from 1.4.78 the schools having new Higher Secondary Course (Classes XI & XII) may appoint whole time teachers on ad-hoc basis, subject to the following conditions :

(a) The number of whole-time teachers to be appointed, according to requirement, should not exceed 2 (two) in any school and the total number of schools to be covered during the current financial year shall not exceed 900 (*nine hundred*).

(b) The teachers must have the minimum qualifications prescribed by the West Bengal Council of Higher Secondary Education.

(c) The scale of pay of the whole-time teachers so appointed should be the same as prescribed for teachers in Secondary Schools with comparable qualifications.

(d) The selection and appointment of teachers will be made provisionally (on a temporary basis) by the Managing Committee of each school subject to the approval of the Director of Secondary Education or an Officer, not below the rank of District Inspector of Schools, authorised by him.

(e) The teaching load for a teacher should normally be 36 periods per week (25 periods for class room teaching plus 11 periods for tutorial class, home task).

(ii) For the purpose of calculation of work-load 1 (*one*) period in the Higher

Secondary Section shall be taken to be equivalent to 1.25 times the period in the Secondary Section (Class V to X).

(iii) Qualified teachers on the staff of the school may be given preference in the matter of selection and appointment and consequential vacancy may be filled up temporarily according to the staff pattern. An M. A. for instance, serving against a post meant for a B. A., according to the staff pattern and drawing pay in the scale of a (Pass) graduate may be temporarily appointed, if otherwise suitable, against one of the posts now sanctioned and consequential vacancy may be filled up by a pass graduate.

3. The expenditure on payment of salaries of the new teachers from 1.4.78 will be met from grants-in-aid to each school under the Salary Deficit Scheme. The tuition fees of the students of the Higher Secondary Section will accordingly go to the fund of the schools and will be taken into account in calculating the amount of grant payable under the Salary Deficit Scheme.* The cases of schools/institutions, if any, which are not covered by the Salary Deficit Scheme may be referred to Govt. for further orders. The grants-in-aid to be sanctioned from the current financial year to the Higher Secondary institution as incidental charges will be reduced proportionately and determined separately.

4. The charge involved will be met from the provision under the appropriate head in the current year's 277 Edn. (excluding Sports & Youth Welfare) Budget.

5. The order issues with the concurrence of the Finance Department vide their U. O. No. Group B 1267 dated 21.4.78.

Sd/- S. N. Chowdhury
Deputy Secretary

Additional Teachers for H.S. Schools

No. $\frac{\text{86(16)SC SS}}{\text{4S–2. H.S(78)}}$ Calcutta, the 15th June, 1978

From : The Director of Secondary Education, West Bengal.

To : The District Inspector of Schools (Higher Secondary)

Sub : Sanction of whole time teachers on a purely temporary basis for the Higher Secondary Schools in the integrated form.

The undersigned has to send him/her herewith a copy of Government Order No. 61-Edn.(H.S.) dated 11.5.78 on the above subject and state that in the matter of selection and appointment of teachers (not exceeding 2) for the Higher Secondary Section the following points are also to be taken into consideration in addition to those laid down in the said Government Order.

(1) The Managing Committee of the integrated Higher Secondary Schools should give first consideration in appointing teachers in the subjects in which the school is suffering from dearth of qualified teachers.

Comment : * Salary Deficit Scheme — Formerly the Education Department, Govt. of West Bengal, used to advance the amount of money as grants-in-aid to aided institutions that would fall short of income from fees. But since abolition of fee collections from the students, the question of deficit in income does not arise. And as such, the Government is now under obligation to pay the full salary and other admissible allowances to the staff. — *Editor.*

(2) In case the new posts are filled up by appointing teachers from the existing staff of the school, preference should be given to the following cases according to qualifications and requirements.

(a) Teachers who are suitably qualified but not enjoying scale according to their qualifications in the Secondary Section.

(b) Existing duly qualified surplus teachers (according to revised staff pattern of the Secondary Section).

(c) Teachers with requisite qualifications appointed in the erstwhile XI class Higher Secondary Section on temporary basis after 1.1.74 whose services are being extended from time to time on 6 monthly basis.

(3) Resultant vacancy due to absorption of existing teachers, if any, may be filled up only if it is admissible under revised staff pattern of the Secondary Section. If admissible, provisions of the staff pattern should be strictly adhered to.

(4) For calculations of work load for teachers as per para 2e (ii) in the Government Order, the following table may be consulted as guideline[1] :

No. of periods in Higher Secondary Section	Equivalent No. of periods int eh Secondary Section
5	6
6	8
7	9
8	10
9	11
10	13
11	14
12	15

(5) Qualifications of teachers as prescribed by the Council of Higher Secondary Education :—

Minimum Qualifications — (for General Strèam Courses) :

Either (a) A Second Class Post-Graduate Degree in the subject with Second Class Honours Degree preferably in the same subject, or any other degree considered equivalent thereto.

Or, (b) A Post-Graduate Degree in the subject or Second Class Honours Degree in the subject or any other degree considered equivalent thereto and in case of (b) Candidate must have at least eight years' teaching experience in a High/Higher Secondary School or a College, or an equivalent institution.*

Comment : 1 This is no longer in vogue.

* Eight years' teaching experience for an Honours graduates has now been deleted. —Editor

Special Honours** will be deemed at par with regular Honours Degree. A degree in Bachelor or Commerce of Calcutta University with 45% marks prior to 1966 will be deemed to be equivalent to Honours Degree in Commerce. Minimum qualifications may be relaxed in the case of recruitment of teachers in special subjects like Music, Fine Arts, Nutrition, Specialised Activities etc.

Minimum qualification (for Vocational Stream Courses) :

Reference may be made to pages 79-87 in "Regulations and Higher Secondary Education."

The application for Grant-in-aid from the current financial year (1978-79) may be invited accordingly from the Aided Higher Secondary Schools along with a copy of resolution of the Managing Committee with original signatures of the members.

He/She is, therefore, requested to issue necessary instructions to the Heads of all Higher Secondary Schools, covered by the Salary Deficit Scheme to appoint teachers not exceeding 2 as sanctioned by Government subject to the condition laid down in the Government Order and those stated above.

He/She is hereby authorised to accord approval to the appointment of these teachers on receipt of the proposals from the Higher Secondary Schools receiving Grant-in-aid under the Salary Deficit Scheme according to the existing procedure intimation to this Directorate. The cases of schools, if any, not covered by the Salary Deficit Scheme may be referred to this Directorate for further orders of the Government.

He/She is requested to send a consolidated report about the number of posts sanctioned and no. of schools involved in his/her district.

Sd/- S. N. Ghosal
Director of Secondary Education, West Bengal

PART-TIME POSTS FOR H.S. INSTITUTIONS

Education Department

150-Edn(H.S.) / 3S-27/77 — Dated, Calcutta, the 15th September, 1978.

From : Shri S. N. Chowdhury,
Deputy Secretary to the Government of West Bengal

Sub : Sanction of part-time posts (teaching and non-teaching) for the Higher Secondary Institutions.

Ref : This Department Memo No. 61-Edn(H.S.) dated 11.5.78 and his U.O. No. 122-Sc/HS dated 21.7.78.

The undersigned is directed to state that the staff pattern* for the instutions imparting Higher Secondary courses (Classes XI & XII) has not yet been finalised. Pending determination of the staffing pattern, Government have decided, as an

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Comment : ** Special Honours or Old B.Com. (Pass) with 45% marks prior of 1966 was deemed to be relevat qualification of Teaching of Commerce subjects in H.S. level. But in case of appointment of a commerc teacher in future, school authorities should seek clarification from the competent authority if they can make selection from the existing staff with such qualifications.

— *Editor.*

interim measures, to allow the schools and independent institutions (not attached to any school or college but subject to the supervisory control of the West Bengal Board of Secondary Education) to make adequate arrangement for teaching in those classes by appointing qualified teachers on part-time basis.

2. Subject to availability of fund and subject to fulfilment of the conditions herein specified by the schools and independent institutions, the Director of Secondary Education or Officers authorised by him may release to the schools and institutions concerned necessary grants-in-aid for the purpose. Conditions to be fulfilled by a school or an independent institution to become eligible for grants-in-aid under the scheme are as follows —

(i) The number of part-time teachers to be appointed by a school/independent institution shall be determined on the basis of section of each class, number of subjects introduced, weekly teaching load in each subject and other relevant factors.

(ii) Teachers selected for appointment should have the minimum qualificaiton prescribed by the West Bengal Council of Higher Secondary Education.

(iii) Since the school functions as an integrated institution* tuition fees realised from the students of classes XI and XII should be credited to the fund of the school/institution from the October 1978. Para 3 of the G.O. No. 61-Edn(HS) dated 11.5.78 stands modified to that extent.

(iv) Selection and appointment of teachers will be made by the Managing Committee of each School/Institution subject to the approval of the Director of Secondary Education or an Officer, not below the rank of a District Inspector of Schools authorised by him.

(v) Schools/Institutions intending to appoint Part-time teachers should immediately send a report to the Director of Secondary Education or to the Officer authorised by him to receive such reports, indicating the number of part-time teachers proposed to be appointed, the number of class-units, the number of subjects introduced, the number of students on the roll and furnish such other particulars as the Director may require for a proper assessment of the requirement of part-time teachers. No Grant-in-aid shall be paid in respect of teachers appointed in excess of the number approved by the Director of Secondary Education or the Officer authorised by him on his behalf.

3. Since part-time teachers will be appointed in addition to the whole time teachers including the two sanctioned in G.O. No. 61-Edn(HS) dated the 11th May, 1978

Comment : * Staff pattern for normal sections of secondary schools have been formulated vide Ed. Directorate No. $\frac{\text{772–Edn(S)}}{\text{188–8/74}}$ dt. 8th July, 1974. However, pattern of teaching staff was introduced much earlier, i.e., by the Secretary, Educatiön Department, Govt. of West Bengal vide their memo No. $\frac{\text{60–Edn(S)}}{\text{5P–62/61}}$ dt. 15th January, 1972.

* Integrated Institution means High Schools having classes V to X plus X & XII under same management and under West Bengal Board of Secondary Education. Formerly class two Higher Secondary School was constituted as a separate school attached to the Class X High School which was declared as an integrated High School in 1977 under Left Front Government in West Bengal. The W.B. Council is meant only to control the academic aspect of H.S. Education. — *Editor.*

teaching load should be calculated after taking into account the teaching work allotted to the whole-time teachers of the school within the prescribed work load. For the purpose of grant-in-aid, rates of remuneration for the part-time teachers will be as follows :

(a) Rs. 75/- per month for a minimum work load of four periods per week,

(b) Rs. 100/- per month for a minimum work-load of six periods per week.

Teaching work should be so distributed as to keep the number of part-time teachers to minimum ensuring full utilisation of the services of the whole-time and part-time teachers of the schools/institutions.

4. Grant-in-aid may also be paid to School/Institution for payment of remuneration to the non-teaching employees for their additional work at the following rates :

(a) Rs. 45/- per month to one Class III employee.

(b) Rs. 30/- per month to one Class IV employee.

5. The expenditure on payment of salaries of the whole-time and part-time teachers sanctioned specifically for classes XI and XII will be met from 1.10.78 out of the grant-in-aid payable to each school under the Salary Deficit Scheme. Tuition fees realiseable from the students of Higher Secondary Sections should be credited to the fund of the schools and should be taken into account in determining the amount of grant payable to each School/Institution. The cases of Schools/Institutions, if any, which are to covered by the Salary Deficit Scheme may be referred to the Government for further orders.

The grant-in-aid to be sanctioned from the current financial year to the Higher Secondary Institutions to enable them to meet incidental charges should be reduced proportionately and determined separately.

6. Sanction of the Governor is now accorded to the payment of grants-in-aid to eligible Schools/Institutions under the conditions and according to principle set forth in the preceeding paragraphs.

7. The charge involved will be met from the provision under the head "D—Pre-University Education — III-Assistance to non-Government Institutions—State Plan (Fifth Plan) — Assistance to non-Government Higher Secondary Institutions — Grants-in-aid/Contributions" in the current year's 277 — Education (excluding Sports and Youth Welfare) Budget.

8. This order issues with the concurrence of the Finance Department vide the U. O. No. Group B 2215 dated the 2nd September, 1978.

Sd/- S. N. Chowdhury
Deputy Secretary

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT, H.S. BRANCH

No. 190-Edn(HS) Dated, Calcutta, the 5th December, 1979

Sub : Sanction of whole-time teaching and non-teaching posts for the integrated H. S. Schools.

The undersigned is directed to state that the question of prescribing a new pattern of teaching and non-teaching staff for the integrated Higher Secondary

Schools imparting instructions in Classes V to XII has been under active consideration of Government for sometime past.

2. After careful consideration of the matter, the Governor is now pleasd to direct that with effect from 1st January, 1980 and until further orders the number of teaching posts required for such a School may be calculated on the basis of the total work load in Classes V to XII. If work load justifies, additional teaching posts may be sanctioned for school after taking into account the teaching posts sanctioned or admissible for Classes V to X.

3. Having regard to the principle as aforesaid, the Governor is pleased to direct that with effect from 1st January, 1980 the number of additional teaching posts of such an integrated school with Classes V to XII* having one section in each of the Classes V to X, shall be as follows :—

(i) For a School having
I (one) Section in each of the
Classes XI & XII ... Not exceeding 6 posts

(ii) For a School, having 1 (one)
Section in either of the
Classes XI & XII and 2 (two)
Sections in the other ... Not exceeding 9 posts

(iii) For a School having 2 (two)
Sections in each of the
Classes XI & XII ... Not exceeding 12 posts

4. Where there are additional Sections in Classes V to X in an integrated Higher Secondary School, number of teaching posts required for Classes XI & XII may be determined on the basis of the overall work-load of that School after taking into account the approved or admissible teaching posts for the Secondary Classes (from V to X) of the School.

5. Sanction of additional teaching posts in an integrated Higher Secondary School may be accorded subject to the following conditions :

(i) A teacher appointed in an integrated Higher Secondary School may be required to teach in any class from V to XII and there will be no distinction in the matter of maximum teaching load amongst the teachers. Sub-para (c) (iii) of para 2 of Government Order No. 61-Edn.(H.S.) dated the 11th May, 1978 stands cancelled.

(ii) 2 (two) posts of whole time teachers already sanctioned in terms of Govern-

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Comment

* Since the declaration of new policy by the Educaiton Department, Govt. of West Bengal, a little change has occurred in the system of sanction of whole time teaching staff and work-load for the teaching staff of the Higher Secondary sections of the integrated Institutions. As a result of this new policy, special consideration for the Higher Secondary teacher in taking a limited number of classes in comparison with that of normal section teachers, was done away with. The revised policy of the Education Department in asking a Higher Secondary teaching staff to take classes V to XII within 25 class-routined periods plus elevent tutorial periods in a week has rendered no better results. To admit frankly, this policy in taking lower classes by the Higher qualified staff has yielded very little effective results, rather it has done much harm.

— *Editor.*

ment Order No. 61-Edn.(H.S.) dated the 11th May, 1978 may be adjusted against the additional posts to be sanctioned under this order.

(iii) Part-time posts that may have been sanctioned in pursuance of Government Order No. 150-Edn. (HS) dated the 15th September, 1978 will be abolished as soon as the full-time posts now sanctioned are filled up. But because of subject specialisation, it may be necessary for a school to appoint part-time teachers in subjects which, on the basis of work load, do not justify whole-time teachers. In such cases, part-time teachers may be allowed equating two part-time teachers to one whole-time teacher.

6. The Governor is further pleased to direct that non-teaching posts of the categories mentioned below may also be sanctioned for an integrated Higher Secondary School with Classes V to XII.

Clerk :

For a Higher Secondary...School with Classes V to XII having enrolment above 750.	One Clerk in addition to the number of clerk(s) admissible in terms of Government Order No. 3641 Edn.(D) dated the 15th October, 1963.

Librarian :

For a Higher Secondary...School with Classes V to XII having minimum enrolment of 750 and with 2000 books.	1 (one) Librarian in the scale of Rs. 220-5-270-8-350/-. Minimum qualification-Undergraduate with Certificate of Librarianship.*

Laboratory Attendant

For a Higher Secondary...School with Classes V to XII (with Physics, Chemistry and Biology).	2 (two) posts provided that existing unabsorbed incumbents or erstwhile Higher Secondary (Class XI) schools should be absorbed against these posts and that fresh appointment may be made against these posts only where there is no such incumbent or where the laboratory-based subjects have been introduced for the first time.

Matron In a co-educational integrated Higher Secondary School with Classes V to XII one of the admissible posts of Class IV staff (including the posts of laboratory attendance) should be filled up by a woman. (No additional post for Matron should be sanctioned).

7. An assessment to teaching and non-teaching posts required in an integrated

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Comment

* Maximum admissible qualification is Master Degree with Diploma in Lib. Science. Editor.

Higher Secondary School should be made immediately. Posts should not, however, be created until the policy of recruitment is finalised. A further communication will follow in this regard.

8. The charge on this account will be met from the provision under the head 'D-PRE-UNIVERSITY EDUCATION III-Assistance to non- Government Higher Secondary Institutions— State Plan (Fifth Plan and Annual Plan) Assistance to non-Government Higher Secondary Institutions — Grants-in-aid/Contributions' in the current year's 277 Education (Excluding Sports and Youth Welfare) Budget.

9. This order issues with the concurrence of the Finance Department vide their U. O. No. Group B 1646 dated the 27th July, 1979 and U. O. No. Group B 2790 dated the 28th November, 1979.

Special Secretary.

GOVERNMENT OF WEST BENGAL

Education Department, Higher Secondary Branch

No. 198-Edn.(HS) Dated Calcutta, the 21st December, 1979

Sub : Sanction of whole-time teaching and non-teaching posts for the integrated Higher Secondary Schools.*

In continuation of this Department's Order No. 190-Edn.(HS) dated 5.12.79 and No.191-Edn. (H.S.) dated 5.12.79 on the above subject, the undersigned is directed to say that the arrangements made in terms of para 4 of G.O. No. 150-Edn. (H.S.) dated 15.9.78 with regard to the grant of remuneration to the non-teaching employees of an integrated Higher Secondary School for additional work, may be discontinued as soon as non-teaching posts as sanctioned in terms of this Department's order No.190-Edn.(HS) dated, 5.12.79 are filled up in accordance wih the instructions contained therein read with G.O. No. 191-Edn.(H.S.) dated 5.12.79.

Sd/- Illegible.
Deputy Secretary.

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT

Secondary Branch

No. 1204-Edn(S) / 5P-1/79 Dated, Calcutta, the 29th December, 1979

From : Shri S. N. Chowdhury,
Deputy Secretary to the Government of West Bengal

To : The Director of Secondary Education, West Bengal
5, Council House Street, Calcutta

Comment : * Since the sanction of whole time teaching and non-teaching staff for the integrated Higher Secondary Schools, the existing teaching and non-teaching staff, who were so long allowed to enjoy extra previlege for additional work were denied with any further benefit. — *Editor.*

Sub : *Absorption of Matriculate Part-time Craft teachers in the Junior High/High Schools.*

The undersigned is directed to refer to his U.O. No. 43 S.E. dated the 20th June, 1979 on the subject mentioned above and to say that the Government have no objection to the absorption of the approved Matriculate Part-time Craft teachers on the Junior/High/High Schools/Junior Madrasah/High Madrasah against the existing vacancies of the teaching posts or against the additional posts already sanctioned preferably in the schools where they are working. In case where there are two Part-time Craft teachers of the same Category in a school, the senior one will be absorbed in a school and the other teacher in a suitable vacancy or additional post in a neighbouring school. The scale of pay of such teachers should be determined on the principle stated in the U.O. cited above. As regards availability of additional psots a reference is invited to G.O. No. 1179 Edn(S) dated the 14th December, 979.

The cases of the absorption of the Craft teachers should be processed immediately and completed by the February, 1980 so that they may be absorbed against whole time posts with effect from 1st March, 1980.

Sd/- S. N. Chowdhury
Deputy Secretary

GOVERNMENT OF WEST BENGAL
Education Department
Secondary Branch

No. 1205-Edn(8) / 5P-1/19 Dated, Calcutta, the 29th December, 1979.

From : Shri S. N. Choudhury
Deputy Secretary to the Govt. of West Bengal.

To : The Director of Secondary Education
West Bengal, 5, Council House Street, Calcutta-1

Sub : *Creation of posts of Work Education Assistant for absorption of 341 Non-Matriculate Part-time Craft Teachers in the Junior High/High Schools/Junior Madrasah/High Madrasah.*

Ref : His U.O. No. 45-S.E. dated 20.6.79.

The undersigned is directed by order of the Governor to say that the Governor has been pleased to sanction creation of 341 (three hundred and fortyone) posts of Work Education Assistant in the scale of Rs. 200-5-260/- plus usual allowances as admissible in the existing recognised Junior Schools/High Schools/Junior Madrasahs/High Madrasahs for absorption of 341 (three hundred fortyone) approved Non-matriculate part-time Craft Teachers as personal to the incumbents with effect from 1st January, 1980 until further orders subject to the condition that the posts will be abolished as and when the absorbed incumbents vacate the posts due to retirement, death, resignation or otherwise. The services of the Work Educaiton Assistants should be utilised for assisting the Work Education Teacher of the schools connected with Work Education Programme.

The existing Non-Matriculate approved Craft teachers should be absorbed against the posts of Work-Education Assistants sanctioned above, preferably in the school where they are working. If however, there are two such teachers in a school, the senior one will be absorbed in the school and the other in a neighbouring school. The cases of absorption should be processed immediately and completed by the end of February, 1980 so that they may be absorbed with effect from 1st March, 1980. The number of posts sanctioned herein in one post for the Nasrapara Hemnalini Girsl's High School is referred to in his/her Directorate Memo No. 2388GA dated 26th October, 1979.

The charge on this account may be met from the provision under the head B. Secondary-Assistant to Non-Govt. Secondary Schools- State plan (Fifth Plan) and Expansion of teaching and educational facilities in the Group 14-16 Grants-in-aid/Contribution in the 277-Education (Excluding Sports and Youth Welfare) Budget 1979- 80.

This order issues with the concurrence of the Finance Department their U.O. No. Group 'D' 2941 dated the December, 1972.

The Accountant General, West Bengal and the Accounts Officer, Cal. and Pay and Accounts office are being informed.

Sd/- S.N. Choudhury
Deputy Secretary.

GOVERNMENT OF WEST BENGAL
Education Directorate
Grant-in-aid Section
5, Council House Street, Calcutta 1

Memo No. $\frac{60(16)GA}{011\text{–}2\text{–}C/79}$ Dated, January, 11.12. 1980

From : The Director of Secondary Education, West Bengal.

To : The District Inspector of Schools (S.E), Calcutta.

Sub : Creation of posts of Work Education Assistant for absorption of 341 Non-Matriculate part-time Craft Teachers in Junior High/High Schools/Junior Madrasahs/High Madrasahs.

In enclosing herewith a copy of the Government Order No. 1205- Edn(S) dated 29.12.1979 the undersigned has to state that in the said Govt. Order 341 (Three hundred fortyone) posts of Work Education Assistant in the Scale of Rs. 200-5-260/- plus usual allowance as admissible have been created for absorption of 341 (Three hundred fortyone) approved Non-Matriculate part-time Craft teachers as personal to the incumbants with effect from 1st January, 1980 subject to the condition that the same will be abolished as and when the absorbed incumbants vacate the posts due to retirement, death, resignation or otherwise.

He/She is now requested to please make a list of approved Non-Matriculate part-time Craft teachers working in High Schools/High Madrasahs and absorb them against the posts of Work Education Assistant in the schools where they are working. If however, there are two such teachers in a High School or/High Madrasah, the senior one shall be absorbed in the school and the other in a recognised neighbouring Secondary School/Madrasah of Secondary type irrespectie of its status. The absorption of the existing approved Non-Matriculate part-time

Craft teachers should be completed by the end of February, 1980.

He/She is requested to arrange for immediate absorption and furnish to this office by the 29th February, 1980 with a list of approved Non-Matriculate part-time Craft teachers at work in High schools/High Madrasahs of Secondary type as on 31.12.1979 showing side by side the names of Recognised schools/Recognised Madrasahs of Secondary type where such teachers are absorbed from 1.1.1980, or from subsequent date as the case may be. His/Her report would be sent to the Deputy Director of Secondary Education (Grant-in- aid) by name.

The charge on this account during the current financial year may be met from the allotment already placed at his/her disposal under the Head-B-Secondary — Assistance to Non-Govt. Secondary Schools - State Plan (5th Plan and Annual Plan) — Expansion of Teaching and Educational facilities in the age group 14-16 Grant-in-aid/Contribution in the "277 — Education (Excluding Sports and Youth Welfare) budget 1979-80" (D.P. Code No. 277-BD 16).

Sd/- Illegible.
for Director of Secondary Education, West Bengal.

GOVERNMENT OF WEST BENGAL
Scheduled Castes & Tribes Welfare Department
Writers' Buildings

No. 95(46)TW/EC Calcutta, the 19th May, 1980.

From : Shri A. C. Sarbajna, Deputy Secretary.

To : The Secretary, Education Department of this Government.

Sir,

Minister of State-in-Charge of the Sch. Castes & Tribes Welfare Department desires that whenever vacancies are reported by the appointing authorities to the Employment Exchanges for allotment of candidates belonging to Scheduled Castes, Scheduled Tribes and others, copy of such requisitions* may be endorsed to the Employment Cell, Scheduled Castes and Tribes Welfare Department, Government of West Bengal, Writers' Buildings, Calcutta-1, for wide publicity in the newspapers and amongst the voluntary organisations of Scheduled Castes and Scheduled Tribes.

Accordingly, I am directed to request you to kindly send copies of every letter of such requisitions to this Department in respect of the Head Quarters establishments of the Administrative Department. Further, you are requested to issue necessary instructions from your end to the appointing authorities subrodinate to the administrative Department and also to the appointing authorities of the public

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Comment : * Though the Deputy Secretary, SC/ST Welfare Department has requested the Education Department to take necessary steps for drawing attention of the appointing authorities, yet it is not known what active steps have so far been taken by the Ed. Department However, School Management while sending requisition to the local Employment Exchange/National Employment Exchange, 67, Bentinck Street, Calcutta - 1, may also send an intimation of demand to SC/ST Welfare Department, Writers' Buildings, Calcutta - 1. — *Editor.*

undertakings under your Department and the concerned Local Bodies, advising them to follow the same procedure.

Yours faithfully,
Sd/- A. C. Sarbajna
Deputy Secretary.

GOVERNMENT OF WEST BENGAL
Directorate of Secondary Education
Grant-in-aid Section
6, Bhabani Dutta Lane (top floor), Calcutta 73

Memo No. $\frac{642(16)GA}{3\text{-}B\text{-}6/80}$ Dated, the 1st July, 1980

From : The Directorate of Secondary Education, West Bengal.

To : The District Inspector of Schools (Secondary Education) .... P.O. .... Dist.......................................

Sub : Pattern of teaching staff in recognised non-Government Secondary Schools under the Revised Staff Pattern introduced from 1st January, 1974.

In continuation of the Government Order No. 845-Edn(S) dated 17.5.76 the undersigned is directed to state that B.Sc. (Social) B.S.W. (Hons.) degree of the Biswa Bharati University may be accepted as admissible qualifications for recruitment to the post of Work-Education teacher in Work Education and Physical Education Group under revised staff pattern introduced with effect from 1.1.74.

This may please be circulated to the Heads of all recognised High Schools including High Madrasahs under his/her jurisdiction.

Sd/- Illegible
for Director of Secondary Education, West Bengal.

GOVERNMENT OF WEST BENGAL
EDUCATION DIRECTORATE
Grant-in-aid Section
6, Bhabani Dutta Lane, Calcutta-73

No. 685—GA Calcutta, the 5th July, 1980.

From : The Director of Secondary Education (SE), West Bengal.

To : The District Inspector of Schools (S.E), Malda.

Sub : Proposal for approval of appointments of teachers with M.M./F.M./Kavyatirtha qualifications in High Schools.

Ref : His Office Memo No. 122 dated 5.6.80.

Comment : * Staff Pattern introduced by the Education Directorate Vide No. $\frac{772\text{-Edn.(S)}}{188\text{-}8/74}$ dt. 8th July, 1974 and the subsequent circulars about staff pattern had made provision for appointment of a craft teacher in every High School and subsequently those craft teachers have been transformed into Work Education Teachers. — Editor.

In reference to the above the undersigned has to state that under the Revised Staff Pattern there is no scope for appointment of a Classical teacher.* The Third Language teacher shall be at least a graduate with Sanskrit/Arabic as one of the subjects of studies for the degree examination.

Sd/- Illegible
for Directo of Secondary Education, West Bengal.

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
Estt. Branch.

No. 536-Edn(Estt) / 9A.9/80 — Dated, the 10th July, 1980.

From : Shri H. Banerjee,
Deputy Secretary to the Government of West Bengal.

To : The Director of Secondary Education, West Bengal.

Sub : Approval of the appointments of the teachers and non- teaching staff of the recognised Secondary Schools.

The undersigned is directed to say that there are recognised schools both aided and unaided, where teachers and non-teaching staff were appointed against permanent posts and have been serving for consecutive two years on salaries and allowances as per grants-in-aid Rules. It has been represented to the Government that the appointments of such employees have not yet been approved. The Government after careful consideration have been pleased to decide that the appointments of teachers and other non-teaching employees serving against permanently sanctioned posts for consecutive two years and enjoying salaries and allowances as per grants-in-aid Rules should be immediately approved. The Government have further been pleased to decide that the additional posts of teaching and non-teaching staff created temporarily and continuing for more than three years should be declared permanent with immediate effect and the incumbents serving against such posts on temporary approval for consecutive two years and enjoying salaries and allowances as per grant-in-aid Rules should be confirmed under sub-rules (7) of the Rule 28 of the Management of Recongised Non-Government Institutions (aided and unaided), Rules, 1969.*

It is requested that necessary action may please be taken in the matter immediately under intimation to this Department.

Sd/- H. Banerjee (Deputy Secretary)

Comment : * Appointment of any teacher exclusively for classical subjects like Sanskrit, Arabic and Pali etc., is no longer admissible under new rules. Since the teaching of classical subject as a third language at the secondary level being withdrawn, importance of a classical teacher has been minimised and as such, appointment of a graduate teacher with classical subject at the graduation level in the estimate of the Education Department, may serve the purpose. However, M.M./F.M. passed classical teacher have been allowed in the Madrasah High School, vide circulars of the Madrasah Ed. Board No. App. 1/80 dt. 6.6.1980 & No. App/2/80 dt. 10.6.80.

* Confirmation of services of any teaching and non-teaching staff appointed on a temporary basis with the permission of the Education Department on expiry of the two years' services has been advocated in the above circular.

— *Editor.*

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
H.E. Branch

No. 89–Edn(HS) / 3S–95/79 — Dated, Calcutta, the 23rd July, 1980.

From : Shri B. N. Chatterjee, I.A.S.
Special Secretary to the Government of West Bengal.

To : The Director of Secondary Education, West Bengal.

Sub : Sanction of whole-time teaching and non-teaching staff for the integrated Non-Government Higher Secondary Schools.

Ref : Government Order No. 61-Edn(HS) dated the 11th May, 1978 read with Government Order No. 190-Edn.(HS) dated the 5th December, 1979.

In clarification of Government Order No. 20-Edn.(HS) dated the 29th February, 1980 the undersigned is directed to state as follows :

(1) The teachers already appointed against the ad-hoc posts sanctioned in terms of Government Order No. 61-Edn.(HS) dated the 11th May, 1978 need not undergo fresh selection, as stipulated in Government Order No. 20-Edn. (HS) dated the 29th February, 1980. But if any of the ad-hoc post sanctioned in terms of Government Order No. 61-Edn.(HS) dated the 11th May, 1978 still remained unfilled, recruitment to such posts should be made according to the guidelines laid down in Government Order No. 20-Edn.(HS) dated the 29th February, 1980.

(2) The condition laid down in para 2(c) (iii) of Government Order No. 61-Edn.(HS) dated the 11th May, 1978 for giving preference to existing teachers on the staff of the school, holding Honours/Post-Graduate Degree, but drawing pay in the scale of a Pass-Graduate, will hold good in case of recruitment to all teaching posts under the staff pattern sanctioned in terms of Government Order No. 190-Edn.(HS) dated the December, 1979.

Necessary instructions may please be issued immediately to all concerned.

Sd/- B. N. Chatterjee
Special Secretary.

GOVERNMENT OF WEST BENGAL
Education Directorate
Grant-in-aid Section
6, Bhabani Dutta Lane (top floor), Calcutta-73

Memo No. 766(16)GA / 3B–16/80 — Dt. 24.7.80.

From : The Director of Secondary Education, West Bengal.

To : The District Inspector of Schools (SE) .... P.O. .... Dist. ....

Sub : Retention of the posts of Assistant Headmasters sanctioned on temporary basis and of Assistant teachers, clerks and Class-IV servants appointed in additional sanctioned posts.

Ref : This Directorate No. 4007(16)GA dt. 14.12.1979.

In continuation of this Directorate No. 4007(16) GA dated 14.12.1979 the undersigned has to state that pending examination of the merit of the individual cases of the above-noted categories of teaching and non-teaching employees by this Directorate the approved incumbents to the posts holding temporary approval upto 31.8.1980 may be retained in their respective posts upto 28.2.1981, provided they do not attain the age of superannuation before 28.2.1981. The schools under his/her jurisdiction may be informed accordingly.

Sd/- Illegible
for Director of Secondary Education
West Bengal.

GOVERNMENT OF WEST BENGAL
EDUCATION DIRECTORATE
Grant-in-aid Section
6, Bhawani Dutta Lane, Calcutta-73

No. 907-GA Calcutta, the 22nd August, 1980.

From : The Director of Secondary Education, West Bengal.

To : The District Inspector of Schools, SE, Malda,
P.O. & Dist. Malda.

Sub : Eligibility for appointment as teachers in Work-Education, Physical Education group with 3 month's training at R.K. Vidyapith, Suri, under the Revised Staff pattern of the Secondary Schools.

Ref : His office memo No. 34 dated 28.4.80.

In reference to the above the undersigned has to state that the training course at R. K. Vidyapith, Suri, is sponsored by the West Bengal Board of Secondary Education for orientation of the existing approved teachers of the staff. An outsider possessing the above training qualification is not considered duly qualified for appointment as Work Education teacher. Considering dearth of qualified teachers of Work Education persons having the said training may be considered for approval on temporary basis for a specific period not exceeding six months.*

Sd/- Illegible
for Director of Secondary Education, West Bengal

GOVERNMENT OF WEST BENGAL
DIRECTORATE OF SECONDARY EDUCATION

No. 346(16)Sc/HS Calcutta, 10th September, 1980

Sub : Appointment of whole-time teachers in integrated Non-Government Higher Secondary Schools.

Comment : * Any candidate passing training qualification on Work Education from unrecognised Training Centres like R. K. Vidyapith, Suri or Jodhpore Park, Calcutta etc., are not recognised as eligible qualification for fresh appointment in any institution. However, existing teachers with such training certificate may serve the purpose as a temporary measure. — Editor.

Ref : Govt. Orders No. 190-Edn.(HS) dt. 5.12.79, No.20-Edn.(HS), dt. 29.2.80, No. 99-Edn.(HS), dt. 23.7.80 and No.61-Edn.(HS), dt. 11.5.78.

The undersigned has to invite a reference to the subject mentioned above and to state that in connection with the approval of appointment of whole-time teachers in the integrated Non-Government Higher Secondary Schools, following points were raised by the District Inspectors of Schools (SE) and submitted to this Directorate for clarification. The points as clarified in the Education Department's Memo. 118-Edn.(HS), dated 26.8.80 are detailed below.

POINTS

1. Whether the existing approved part-time teachers will be given preference in the matter of selection and how ?

2. Whether the teaching experience of a candidate serving in a deputation (or leave) vacancy would also obtain marks according to the guideline mentioned in G.O. No. 20-Edn.(HS), dt. 29.2.80 ?

3. What type of teaching experience should derive benefit from the guideline ?

4. Whether the post sanctioned in G.O. No. 190-Edn.(HS), dt. 5.12.79 including 2 ad-hoc posts sanctioned earlier are of permanent nature ? Whether the two posts vide G.O. No. 61-Edn. (HS), can now be declared substantive by the school authority ?

5. If teachers having requisite qualifications are selected, can they be allowed to have lien to their former posts ?

6. Whether the existing qualified teachers in the secondary section of the school not getting higher scale of pay, will get preference in case of recruitment in accordance to the G.O. No. 99-Edn. (HS), dt. 23.7.80 ? How such preference will be given ?

7. Whether teaching and non-teaching posts may be sanctioned to such schools that are not covered by Salary Deficit Scheme but in receipt of Govt. D.A. etc. ?

8. Whether the part-time teachers appointed under G.O. No. 190-Edn.(HS), dt. 5.12.79 on the basis of subject specialisation, together with whole-time teachers (2) part-time - 1 full time) ?

9. How the enrolment of a school will be considered in determining the sanction of posts ?

10. Whether untrained teachers now appointed in H.S. sections will get increment as B.Ed. which has not been stipulated as a qualification for teachers of H.S. Section ?

CLARIFICATION

1. The existing approved part-time teachers for the Higher Secondary Section shall have to appear before the Selection Committee for their appointment as whole-time teacher in the same subject. Their teaching experience will be counted and marks will be allotted accordingly.

2. If the appointment o: a teacher on deputation/leave vacancy is with the approval of D.I. of Schools (SE), he shall get the marks on teaching experience on

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Comment : * (2) Service in the deputation vacancy or leave vacancy for the period less than a year is not countable for numbering for selection of new incumbents. —Editor

the basis of each completed year of service.*

3. Teaching experience in Secondary Schools should also be taken into account for giving weightage according to guideline mentioned in G.O. No. 20-Edn. dt. 29.2.80.

4. Teachers who were appointed on ad-hoc basis will obviously have the benefit of being declared substantive provided that they fulfil normal conditions.

5. Selected teachers cannot be allowed to have lien to their former posts. According to normal rules, they will have the privilege of pay protection.

6. Existing qualified teachers in the Secondary Section of the school but not getting higher scale of pay, are to be selected for secondary section. Whether they are suitable for Higher Secondary Section is to be decided by the Selection Committee and they should, therefore, appear before the Selection Committee.

7. For the present, the quesiton of staff-pattern in unaided schools should be left aside. The decision on this point has to be taken seperately.*

8. Though the part-time posts should be abolished whenever a full-time post is filled up, occasion may arise where part-time teachers may be appointed on the basis of subject specialisation and other factors, Para 5 (iii) of G.O. No. 190-Edn.(HS), dt. 5.12.79 is relevant. In such cases total full-time plus part-time teachers (2 part-time = 1 full-time) must not exceed the number of total admissible whole-time teachers.*

9. Regarding enrolment of a School, average figure of last-five years should be taken into consideration for determination of posts admissible.*

10. The question of giving increment to trained and untrained teachers being a separate issue, may be taken up for consideration later.*

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
Secondary Branch

No. 25-Edn(S) / S.5P-34/80 Dated, Calcutta, the 10th January, 1981.

From : Shri H. Banerjee
Deputy Secretary to the Govt. of West Bengal.

To : The Director of Secondary Education, West Bengal.

The undersigned is directed to say that it has been reported to Government that the authorities of some recognised non-Government Secondary Schools entertained inter alia part-time Physical Education Teachers, Craft teachers, Music

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* (7) Staff pattern for unaided school is yet to be prescribed.

* (8) Part Time posts are no longer encouraged exept in exceptional circumstances, particularly in case of newly affiliated Higher Secondary Schools.

* (9) In the case of allotment of posts for additional staff, roll strength of different Classes for five consecutive years is taken into consideration.

* (10) Untrained teachers of secondary schools are not allowed increments for a period of ten years and after expiry of the period, they will be entitled to increments as per rules. —Editor

Teachers, Sweepers, Night Guards etc., to meet the need of the schools time prior to fixing of the norm of teaching and non-teaching staff by Government. Accordingly such staff could not be absorbed against the sanctioned posts and they have been working in the schools for years together without approval of Government. They were so long being paid their remuneration out of the Development Fund of the schools concerned. The Government have since prescribed the rates of Development fees to be realised from the students of recognised Non-Government Secondary School in G.O. No. 125 Edn.(S) dt. 25.1.80 indicating the items of expenditure to be met out of the Development Fund of the schools. So, it has now become difficult for the school authorities to retain the services of these unapproved teaching and non-teaching staff and they have been threatened with notice of dismissal from service. As it will be a great hardship to these staff who are serving in schools for years together, if their services are terminated at this stage a question whether they can be allowed to continue in posts to be created, as personal to them, is under active consideration of Government.

Pending a decision on the aforesaid proposal and in order to ensure continuance of service of these staff it has been decided, in relaxation of the provision as laid down in G.O. No. 125- Edn.(S) dated 25.2.80 that the Deputy Inspector of Schools (SE) after ascertaining the position of each individual schools may allow the authorities of the school concerned, to increase the development fee to be realised from the students proportionately to that extent which will be required to cover the expenditure on payment of the existing unapproved staff like Physical Education Teachers, Craft Teachers, Music Teachers, Night Guards etc., who have been entertained by the School authorities of recognised Non-Government Secondary Schools beyond the sanctioned strength.

In order to assess the quantum by which the development fee should be enhanced and to determine the staff who should be allowed to continue in service, the following terms and conditions are to be observed :

(i) Only the cases of those unapproved part-time teaching and non-teaching staff as referred to above, who had been in position on 8.7.74 that is when the revised pattern of recognised Non-Government Secondary Schools was laid down are to be taken into account. Any such staff who was in position on 8.7.74 but whose service has meanwhile been terminated due to inability of any school authority to make payment of his remuneration, should be re-instated in service.

(2) The staff concerned should be paid remuneration at the rate of Rs.75/- per month* or at the rate at which they are/were being paid, whichever is less.

(3) The District Inspector of Schools (SE) should consider the cases closely and recommend the exact amount of additional development fee which the individual school will be allowed to collect proportionately from each student per month for his prior approval.

Comment : * Is it not a farce to ask an incumbent continue his job in an Institution of Rs. 75/- per month ? A qualified teaching staff is required to take up 25 periods of routine work per week on a salary of Rs. 1,200/- to Rs. 1,500/- including all allowances, whereas, a part-time incumbent is supposed to get Rs.75/- only for six to seven periods of class work per week. Generally, sweepers are appointed as part-time workers in an Institution. What fruitful services may be expected from them on such a meagre pay ?

— Editor.

(4) The posts of these unapproved part-time teaching and non-teaching staff should be abolished when the incumbent concerned vacate it by retirement, resignation or otherwise.

A consolidated report covering the district may be sent to this Dept. in due course by the respective District Inspectors showing the number and category of such staff and the increase to development fees allowed to the schools concerned.

Sd/- H. Banerjee
Deputy Secretary.

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
Secondary Branch

No. 85–Edn(S) / IF–6/69 Dated, Calcutta, the 28th January, 1981.

For Condonation fo Break of Service for 12 months.

The undersigned is directed to say that in terms of this Department's Order No. 1535-(S) dated the 3rd August, 1972 condonation for a break in service not exceeding 12 months,* occurring after the promulgation of the aforesaid Rules, is not necessary and that service prior to such a break shall automatically count towards pension. A question has now arisen whether condonation for such a break not exceeding 12 months before the promulgation of the said Rules, is necessary or not.

2. After careful consideration, the Governor is pleased to decide that where a break in service not exceeding twelve months occur prior to promulgation of the aforesaid Rules, condonation for such a break by any authority is not necessary and that sevice prior to such break shall automatically count towards pension, provided that the break in service was not caused by dismissal or removal from service, as a measure of penalty.

3. This order issues with the concurrence of the Finance Department vide their U.O. No. Group B/2767 dated the 22nd January, 1981.

4. The Accountant General, West Bengal and the Pay and Accounts Officer, Calcutta Pay and Accounts Office have been informed.

Sd/- R. Chowdhury
Assistant Secretary

GOVERNMENT OF WEST BENGAL
EDUCATION DIRECTORATE
Grant-in-Aid Section
6, Bhawani Dutta Lane, Calcutta 73

No. 327(16)GA / 1–G/8D Calcutta, the 18th Feb., 1981

From : The Director of Secondary Education, W. Bengal.

Comment : * Break of service for a period of more than 12 months will require condonation from the Education Directorate. The teacher or non-teaching staff concerned will have to submit application to the Dist. Inspector of Schools (S.E) through the concerned School, with an advance copy to the Director of Secondary Education, Government of West Bengal, 6, Bhabani Dutta Lane, Calcutta - 73.

To : The District Inspector of Schools (SE)

Sub : Appointment of under-qualified classical teachers in Recognised Secondary Schools.

The undersigned has to state that it is laid down in the Govt. Order No. 772-Edn.(S) dated that 8th July, 1974 that the minimum academic qualificaiton of a teacher in a Recognised High School should be Pass Degree with such combination of subjects as would enable the teacher to teach the school course prescribed by the West Bengal Board of Secondary Education under the new curriculum. The revised staff pattern as prescribed in the said Govt. Order does not provide for appointment of a classical teacher of an assistant teacher exclusively for the teaching of a classical subject. Nevertheless it is observed that a good number of recognised High Schools have appointed classical teachers with classical degrees only after introduction of the re-organised pattern of Secondary Education. The services of such teachers cannot be utilised in full. But the Schools are pressing hard for approval of such under-qualified teachers on the plea that they were either ignorant of the Govt. Order or such under-qualified teachers have been in service from a time prior to recognition of the School as High School for the first time from 1.1.1974 or afterwards. In some specific cases where the schools are reported to have no qualified teacher to teach the classical subject as a 3rd language in classes VII and VIII and as an optional additional language in classes IX and X, Govt. have been pleased to allow approval of appointment of such classical teachers as special cases in relaxation of the normal rules. It is requested that all recognised High Schools in his district should be directed once again not to appoint an under-qualified teacher exclusively for the teaching of a classical language. The cases of approval of appointment of such under-qualified classical teachers lying pending with his office should be forwarded to the grant-in-aid Section of this Directorate with all relevant papers with a short report in each individual case as to whether the appointment has been made in a sanctioned post, whether the number of pupils offering the particular classical subject justifies such an appointment and whether the school has on its existing staff any qualified approved teacher to teach that particular classical subject. The relevant papers should reach this office by the 31st March, 1981 at the latest after which no case will be considered by this Directorate.

This should be treated as urgent.

Sd/- Illegible.
for Director of Secondary Education.

GOVERNMENT OF WEST BENGAL

Directorate of Secondary Education
6, Bhawani Dutta Lane, Calcutta -73

No.472 (16) SC/G. Calcutta, 13.3.1981

From The Directore of Secondary Education, West Bengal

To The District Inspector of Schools (SE)

Sub *Appointment of under qualified classical teachers in Recognised Jr. High Madrasah / Jr. High School.*

The undersigned has to state that it is laid down in the Govt. order No.772-Edn

(S) dated 8/7/74 that the minimum academic qualification of a teacher in a Recognised Secondary School /Jr. High Schools should be Pass Degree with such combination of subjects as would enable the teacher to teach the school course prescribed by the West Bengal Board of Secondary Education under the new curriculum. The revised staff pattern as prescribed by the said Govt. order does not provide for appointment of a classical teacher or an Asst. teacher exclusively for the teaching of a classical subject. It is reported that a considerable number of under qualified classical teachers with degrees has been approved by the school authorities after the introduction of recognised pattern of Secondary Education. And those schools are pressing hard for approval of such under qualified teachers on the plea that they were ignorant of the Govt. order or that such underqualified teachers have been in service from a time prior to the recognition of Jr.High Madrasah / Jr. High School. In some specific cases where the Madrasahs/Schools are reported to have no qualified teacher to teach the classical subject as a 3rd language in Class VII and VIII. Govt. have been pleased to allow approval of appointment of such classical teachers within the sanctioned strength as Special cases in relaxation of the normal rules. It is requested that all recognised Jr.High Madrasah/Jr. High Schools in his district should be directed once again not to appoint any under-qualified teacher exclusively for the teaching of a classical language. If any case of approval of appointment of under qualified classical teachers lie pending in his office he should forward the same to Shri A.K.Das, officer on Special Duty of Madrasah Education and Education of Linguistic Minorities attached to this Directorate with all relevant papers together with a short report on each individual case stating whether the appointment has been made in a sanctioned post, whether the number of pupils offering the particular classical subject justifies such an appointment and whether the Jr. High Madrasah/ Jr.High School has on its existing staff any qualified approved teacher to teach that particular classical subject. The relevant papers should reach this office by the 31st March, 1981 at the latest after which no case will be considered by this Directorate.

This should be treated as urgent.

Sd/- Illegible
for Director of Secondary Education, West Bengal.

GOVERNMENT OF WEST BENGAL
DIRECTORATE OF SECONDARY EDUCATION
6, Bhabani Dutta Lane, Calcutta-73

Memo No. 951(16)-Sc/G / 4G-6G/80 — Dated, Calcutta, the 16th April, 1981.

From : The Director of Secondary Education, West Bengal.

To : The District Inspector of Schools (SE)

Sub : Appointments of the Staff and approval thereof in the recognised non-Govt. Secondary Schools (Jr. High School/Jr. High Madrasahs).

It has been brought to the notice of this Directorate that :—

(i) the School Authorities, in some cases, are rather reluctant to appoint staff in the vacancies (Normal/Additional). This reluctance affects the interest of the

institutions very adversely ;

(ii) in some districts the school authorities are directed to get the panel of the candidates approved from his/her end beforehand. This practice unnecessarily delays the appointments of the staff in the schools concerned.

(iii) the decision in the matter of approval of the appointments of the staff concerend from his/her end is not taken within the stipulated period in spite of submission of the requisite papers by the school authorities.

It causes hardships to the appointed staff as well as the existing staff who have to bear the extra load. Moreover, it may invite court cases.

Considering the above points, this Directorate has decided that :—

(1) The school authorities be directed to fill up the vacancies by duly qualified subject teachers after observing all the formalities and rules relating to the appointments of staff in Secondary Schools *within 3 (three) months* of the date on which the vacancies actually occur, if not otherwise directed in particular cases.

(a) Formal permission for appointment, specifying the subject Teachers in the light of the revised curriculum, introducd by the West Bengal Board of Secondary Education, for appointment of Teaching staff may be accorded from his/her end, *within a fortnight* of requisition by the school authorities concerned, if not otherwise specified in any cases;

(b) Appointment of under-graduate teachers, non-matric clerk, Male teacher in Girls' school should be stopped henceforth.

Appointment of such under-qualified staff will not be considered for approval.

(c) The system of approving the panel of the interviewed candidates by the District offices may be discontinued henceforth;

(2) Decision in the cases of approval of appointment of staff concerned should be taken from his/her end *within a fortnight* on submission of requisite papers by the school authorities concerned.

(a) Cases of extra-ordinary nature, requiring clarification if any, may be referred to this Directorate and should not be left unattended in his/her office.

(3) Appointment of Staff* against any posts, sanctioned by West Bengal Board of Secondary Education/Madrasah Education Board should not be approved without the prior approval of the Directorate.

(4) Letters, approving the appointment of staff concerned from his/her end must be issued to the school authorities with the instruction to communicate to same candidate and others concerned.

Comment : * Appointment of staff for the Grant-in-aid school is a hazardous task. Paraphernalia of appointment is so much complicated that it may take at least two to three months' time to finalise the matter.

The system of approving panel of the interviewed candidates by the Dist. offices was discontinued in the circular (1C). But in practice, it is still in vogue. Permission of the Dist. Inspector of School (SE) for recruitment of a staff against short leave/deputation vacancies will not henceforth, be required. — Editor.

Circular follows.

Action may please be taken accordingly and the provision of this order may also be brought to the notice of all school authorities.

Sd/- Illegible
for Director of Secondary Education, West Bengal.

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
Secondary Branch.

No. 481-Edn.(S) / 5P-3d/80 Dated, Calcutta, the 2nd May, 1981.

From : Shri H. Banerjee
Deputy Secretary to the Govt. of West Bengal.

To : The Director of Secondary Eduction, West Bengal.
6, Bhabani Dutta Lane, Calcutta-73

The undersigned is directed to say that in this Department Government Order No. 25-Edn.(S) dated the 10th January, 1981, the institutions which appointed part-time Physical Education Teachers, Craft Teachers, Music Teachers, Sweepers, Night Guards etc., beyond the sanctioned strength and paid their salaries from their Development Fund, were permitted to increase the development fee to be realised from the students proportionately so as to retain the services of the unapproved teachers who were in position on the 8th July, 1974. It has now been represented to the Government that there are some unapproved teachers of these categories in Secondary Schools who were appointed after the 8th July, 1974 and received salaries from the Development Fund upto the 31st December, 1979 i.e., the date prior to the date of introduction of fixed rate of development fee. Such teachers will face dismissal if they are not brought within the purview of Government Order No. 25-Edn.(S) dated the 10th January, 1981.

After careful consideration, it has been decided that the cases of the existing unapproved staff who were appointed after the 8th July, 1974 and were in position on the 31st December, 1979, should also be brought within the purview of the Department Order No. 25-Edn.(S) dated the 10th January, 1981. Para 3(i) of the said order will therefore, stand modified as below :

*Only the cases of those unapproved part-time teaching and non-teaching staff who had been in position on the 31st December, 1979, i.e., prior to the date of introduction of the fixed rate of development fee to be realised by the schools, are to be taken into account. Any such employee who was in position on the 31st

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Comment : * It is within our knowledge and information that a good number of teachers and non-teaching staff have been continuing their full-time services in the name of so-called part-time staff with a minimum remuneration on a purely temporary basis and their services run for ten or fifteen years. It is very difficult for the school management to have their services done away with or increase their emoluments for political or other reasons. It is not difficult for the Govt. to make provision for those unapproved staff elsewhere in the neighbouring schools where allotment of staff is necessary. There are precedents of such transfer of staff in the past by the Dist. Inspector of schools (S.E). — Editor.

December, 1979 but whose services have meanwhile been terminated owing to the inability of any school authority to make payment of his/her remuneration, should be reinstated in service.

2. Necessary instructions should be issued to all concerned.

Sd/- H. Banerjee
Deputy Secretary.

GOVERNMENT OF WEST BENGAL
SECONDARY EDUCATION DIRECTORATE
6, Bhabani Dutta Lane, Calcutta-73

Dated, Calcutta the 1st August, 1981.

OFFICE MEMORANDUM

In exercise of the power conferred on the Director of Secondary Education, West Bengal by Clauses (i) and (ii) of Sub-rule (1) and by Clause (i) of sub-rule (4) of Rule 28 of the Rules for Management of Recognised Non-Govt. Institutions (Aided and Unaided), 1969 (Education Department Notification No. 1598- Edn.(S) dated the 15th July, 1969) as amended under the Education Department Notificaiton No. 855-Edn(S)/8B-4/78 dated the 23rd December, 1980 and No. 690 Edn.(S) dated 24.6.1981 **and in supersession of the direction given on 16.6.81 in this behalf the** following directions are issued for compliance by recognised non-Govt. Secondary Schools in connection with recruitment of teachers and non-teaching employees :

DIRECTIONS

1. All appointments of teachers and non-teaching employees in non-Govt. Secondary Schools will be made with prior permission of the District Inspector of Schools (SE) against sanctioned posts only, permanent or temporary.

2. The Managing Committee of a school wherein appointment of a teacher and/or a non-teaching employee is to be made, shall first enquire of the District Inspector of Schools (SE), if there is any approved surplus staff to be absorbed in recognised schools or any dependent of a member of approved staff who died in harness or any physically handicapped candidate. If the District Inspector of Schools (SE) has a list of such candidates, he shall send the name(s) to the school within a fortnight for appointment in the post(s) if otherwise considered suitable. If, however, the Managing Committee finds it difficult to absorb such person(s) they will intimate within a month the reasons thereof in writing to the District Inspector of Schools (SE), seeking his approval to make direct recruitment to the post in the manner laid down hereinafter. The District Inspector of Schools (SE) will convey his decision in the matter within a month and his decision shall be final.

The above directions will not apply in case of appointment against a short-term vacancy not exceeding six months. In such cases the vacancy should be given due publicity in important public places and suitable candidates should be interviewed by the Selection Committee and their assessments be made on the procedures as laid down in the chart.

Note : Following stages are to be followed for appointment of Teachers and non-teaching staff for the Secondary & Higher Secondary Schools :—

(1) Post for Subjects on the basis of Staff pattern are to the obtained first from the D.I. of Schools (SE).

(2) School authorities shall have to write to the concerned D.I. of Schools (S.E) for necessary permission which will clearly clarify the standard of qualification and indication for reservation of post if any, as per 'Roster of Vacancies'.

(3) The D.I. of Schools (S.E) will point out steps of recruitment to be followed by the school authorities.

(i) First Stage : Suply of name or names from the list of surplus staff of different schools, maintained by the D.I. Office;

(ii) List of persons related to School-Staff dying in harness;

(iii) Physically handicapped persons from the list prepared for the D.I. of Schools (S.E) ;

The above steps are not mandatory in nature. School may not comply with the instructions or suggestions of the D.I. office and may approach the D.I. of schools (S.E) for direct appointment.

2nd Stage : It means, the School authorities will have to write to the Local/National Employment Exchange to send the list of qualified candidates for selection by interview.

3rd Stage : The District Inspector of Schools may point out to recruit staff through advertisement in a Daily newspaper.

Second and Third stage may be suggested by the District Inspector of schools to follow jointly or separately one after another.

In case of appointment against deputation vacancy names may be obtained from the Employment Exchange and/or direct applications may be invited through a State-level daily newspaper. Suitable candidates should be interviewed by the Selection Committee and their assessments be made on the procedures as laid down in the chart.

Note : ["Depandant of a member of approved staff who died in harness" — means wife/husband, son and unmarried daughter and in that/order. Only one such dependant can be appointed. The cases of teachers whose death occured after 1st January, 1981 while in service should only be entertained.]

3. If names of candidates referred to in para 2 above are not furnished by the Dist Inspector of Schools (SE) within 15 days from the date of intimation given by the Managing Committee, or if it is decided, after consultation with the District Inspector of Schools (SE) to make direct recruitment to the post(s) as referred to in para 2 above, names of candidates should be obtained from the respective local Employment Exchange. In case of non-availability of suitable names from Employment Exchanges, the Managing Committee shall have the right to invite applications from qualified candidates by advertisement in leading state-level daily newspapers stating the full address of the Institutions. A record of receipt of applications should be preserved and shall be open to inspection by the Dist. Inspector of Schools (SE) or any officer authorised by him or the Directorate. All eligible candidates must be given due consideration.

The upper age limit* for entry into service for a teacher or a non-teaching staff should ordinarily be 40 years. The age limit is relaxable upto 45 years for an experienced and highly qualified candidate. For Headmaster/Headmistress, the

upper age limit for entry into service should ordinarily be 55 years.* The upper age limit in all cases except in case of Headmasters/Headmistresses is also relaxable by 5 years for a candidate belonging to Scheduled Caste or Scheduled Tribe, disabled defence personnel, physically handicapped candidate and dependant of an employee dying in harness.

Interview letters should be sent to the candidates under Registered Post and a record thereof should be maintained.

4. There shall be a Selection Committee for each school to hold interview for Selection of teachers or non-teaching employees to be appointed by the Managing Committee.

The Selection Committee shall consist of the following members :—

(i) Headmaster/Headmistress of the school (If the post of Headmaster/Headmistress is lying vacant, the position will remain vacant);

(ii) Secretary of the Managing Committee of the school or Administrator.

(iii) One Teachers' Representative selected by the members of the Managing Committee (elected by the teachers' Council where the school is under Administrator) ;

(iv) One nominee of the Panchayet Samity in the rural areas (in the urban areas another member of the Managing Committee other than the Representative of the teaching and non-teaching staff. If there is no Managing Committee, this position will remain vacant) ;

(v) An external expert in the subject concerned, preferably a Lecturer/Professor of a Recognised College.

In case of Selection of Headmaster-Headmistress position at (i) will be filled up by the sitting Headmaster-Headmistress otherwise the position will remain vacant. In case of selection of Headmaster/Headmistress an "external expert" will mean Principal of a Degree College/Headmaster/Headmistress of a Govt. High School/Head of a Govt. Polytechnic.

The Managing Committee shall appoint a President of the Committee from amongst the members of the Selection Committee, but the President shall not have any casting vote.

None of the aforesaid memebrs who is related to any of the candidates to be interviewed for selection shall be included in the Selection Committee. If the Headmaster/Headmistress happens to be related to any of the candidates, he should be replaced by the Asstt. Headmaster/Headmistress or a Senior Assistant Teacher

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Comment : * Upper age limit for entry into service :

(i) For the new entrants into School service, 35 years have ordinarily been fixed (above circular has been revised) and it is relaxable upto 40 years for the SC/ST, handicapped and very highly qualified candidates..

(ii) For Heads of the Institution age bar has been lifted if appointed before superannuation of age, i.e. 60 years.

(iii) For the Heads of the Institutions, experiences of 10 years in a secondary school is a must.

(iv) For assistant teachers, teaching experiences upto 10 years or more, value 10 marks, on year to year basis. Follow the next circular.

(Contd.)

who is not related to any of the candidates. Similarly if the Secretary of the Managing Committee happens to be related to any of the candidates, he should be replaced by the President of the Managing Committee. The external expert should also be chosen from amongst the persons not related to any of the candidates.

The Selection Committee shall prepare a panel of three eligible candidates for each post in order of priority after holding interviews of the candidates. The Managing Committee shall forward the panel so prepared by the Selection Committee to the District Inspector of Schools (SE) for approval. The appointment should be made after such approval. The Dist. Inspector of Schools (SE) will convey his decision ordinarily within a fortnight from the date of approval. In exceptional circumstances, the period may be extended by six months only with prior approval of the District Inspector of Schools (SE).

5. **Mode of Selection of teaching staff. Preliminary Screening.**

There shall be a preliminary screening of the candidates. This should be done by calculating the marks which a candidate is due to secure in different examinations as per chart showing allotment of marks, given below. Normally, not more than ten candidates for each post, on the basis of the marks obtained, shall be called for interview. For this purpose, candidates should be asked to furnish attested copies of their mark sheets along with their applications. A record of preliminary screening should also be preserved and be open to inspection by District Inspector of Schools (SE) or any officer authorised by him.

Any candidate having any grievance about the selection shall have the right to appeal to Dist. Inspector of Schools (SE) and the decision fo the Dist. Inspector of Schools (SE) shall be final in this matter.

6. (a) The committee shall have to assess the qualifications of the candidates on the basis of different examinations qualifying for the post.

(b) The committee shall have to assess the experience of such candidates.

(c) Extra curricular activities should be considered.

(d) Performance at the interview should also be taken into consideration.

The Selection Committee shall award marks on all the four items mentioned above in the following manner :

(v) Upper age limit is also relaxable upto 45 years for the displaced persons from Bangladesh, Sri Lanka etc. (See Circular No. $\frac{\text{978-Edn(S)}}{\text{4A-23/82 P.7.1.}}$ dt. 20th August, 1986 in the Manual).

(vi) Formation of the Selection Committee for selection of candidates is a must. A question may arise whether any Selection Committee formed once would serve the purpose for every selection during the life-time of the Committee. No clear-cut instruction is given in the circular. Hence, there is no bar.

(vii) Task of the Selection Committee is not only to interview the candidates, but to prepare a list of candidates eligible for interview by screening process.

(viii) The Managing Committee will consider the recommendation of the Selection Committee in its meeting and shall forward the said panel to the D.I. of Schools (S.E) for approval. The Managing Committee is given no scope to cancel the panel prepared by the Selection Committee. (Contd.)

CHART SHOWING ALLOTMENT OF MARKS FOR POSTS REQUIRING POST- GRADUATE DEGREE

(i)	**MATRICULATION/S.F.**		P.U.	
	1st Division	10 +	10 +	= 20
	2nd Division	8 +	7 +	= 15
	3rd Division	5 +	5 +	= 10
	Comp./P. or	4 +	4 +	= 8
	Old Higher Secondary Examination			
	1st Divison	20		
	2nd Division	15		
	3rd Division	10		
	Comp./P	8		
(ii)	**DEGREE**			
	Honours			
	1st Class	20		
	2nd Class	18	(50% and above)	
	-do-	15	(below 50%)	

(ix) Can the Managing Committee disregard the approved panel of the D.I. of Schools and ask for cancellation ? The answer is in the negative. But the Management can serve their purpose by not giving effect to the approval by killing time on this or that ground. And after expiry of the period of one year, the Managing Committee may again seek permission from the D.I. of Schools (S.E) for necessary action for appointment. Such instances are not rare in the D.I. Office.

(x) Of course, the candidate or candidates have the right to appeal to the D.I. of Schools (S.E) for intervention. But the candidates are often found to be afraid of the powerful Management and they do hesitate to proceed further.

(xi) There is a complaint to the effect that provision of marks for interview-performances and extra-curricular activities (15+5) have provided a nice scope in selecting inferior candidate by a margin marks depending on interview performances. We have information in our hand that incompetent candidates having lesser qualifications are found to surpass the qualified ones by sheer marks of interview. These sort of cases inspite of being reported to the D.I. of Schools (S.E) have been seldom favourably decided for justice.

(xii) Reservation of SC/ST candidates : There is a complaint that SC/ST candidates are far below the standard and hence not suitable for appointment.

(xiii) In the above circular no clear-cut instruction is given for appointing non-teaching staff.

	Spl. Honours	13	
	Pass Course with Distinction	12	
	Pass	10	
(iii)	**POST-GRADUATE**		
	1st Class	16	
	2nd Class	12	(50% and above)
	2nd Class or 3rd Class	10	(below 50%)

(iv) B.Ed. or equivalent (should be treated as a desirable qualification for a teacher mainly meant for Class V to X)

1st Class	15	(60% and above)
2nd Class	10	(below 60%)

(v) Experience (teaching in recognised educational institutions) One mark to be allotted for each year of experience not exceeding ten marks in aggregate — 10

(vi)	Extra-curricular activities	5
(vii)	Viva-voce	15

For appointment of teachers in Work Education, B.Ed. is not essential but they must posses B.Sc. (Social) or B.S.W. (Hons.) of Visva Bharati or one of the Diplomas/Certificates from a recognised institution as prescribed in the Govt. Order No. 845- Edn.(S) dated 17.5.1976.

FOR POSTS REQUIRING GRADUATE DEGREE

The marks allotted for Post-Graduate Degree under (III) of the above Chart should be left out. Thus, the total marks in such cases would be 85.

7. The reservation rule for Scheduled Castes and Scheduled Tribes in terms of Act of 1976 should be strictly adhered to.

Appointment of a teacher working in one recognised school in another should not ordinarily be encouraged except in case of promotion. In exceptional circumstances, however, appointment of such teachers may be considered. In case of such appointment the circumstances under which the teacher is appointed as such should be recorded in the resolution of the Managing Committee.

Sd/- Illegible
Director of Secondary Education,
West Bengal.

GUIDANCE FOR APPOINTMENT

Extracts from Memo No. 1464 (16) GA dt. 24.8.81 of the Director of Secondary Education Board, West Bengal, issued in supersession of the Director given in his Memo No. 1066(16)GA, dt. 16.6.81, regarding recruitment of teachers and non-teaching employees in recognised non-Government secondary schools (Both High and Junior High — Boys and Girls) including Madrasahs of Secondary type.

1. All appointments of teachers and non-teaching employees in non-Government Secondary Schools (including Madrasahs of Secondary type) will be made with prior permission of the D.I. of Schools (S.E) against sanctioned posts, permanent or temporary ... Permission.

2. Names of qualified candidates as per permission will be obtained, by the MC/Administrator of the school from the District Inspector of Schools (S.E) out of the lists of (a) approved surplus staff, (b) dependants of members of approved staff who died in harness or (c) physically handicapped candidates. If such names are not available or the MCs/Administrators are not in a position to absorb such candidate(s), names of candidates should be obtained from the respective local Employment Exchanges, and in cases of non-availability of suitable names from Employment Exchange the MC/Administrator will invite applications from qualified candidates by advertisement in leading State-levels newspapers stating full address of the institution. Receipt-record of applications will be open to inspection by the District Inspector of Schools (SE) or any officer authorised by him or the Directorate.

The upper age limit* for entry into service for a teacher or a non-teaching staff should ordinarily be 40 years (relaxable upto 45 for an experienced and highly qualified candidate). For Headmasters/Headmistresses, the upper age limit for entry into service should ordinarily be 55 years. The upper age limit is also relaxable for a candidate belonging to Scheduled Caste/Scheduled Tribe/Disabled Defence Personnel/Physically Handicapped category by 5 years, except in case of Headmasters/Headmistresses.

Interview Letters should be sent to the candidates under Registered Post and a record thereof should be maintained. All candidates must be given due consideration.

The Selection Committee for each school to hold interview for selection of teachers or non-teaching employees will be formed as under and this committee will be appointed by the MC.

For teaching and non-teaching staff (other than Head of the institution) :

(1) Head of the Institution, (2) Secretary/Administrator, (3) One Teachers' Representative (elected by MC or by Teachers' Council, if the school is under administrator), (4) One nominee of the Panchayet (in rural areas) or another member of the MC other than the representative of the teaching and non-teaching staff (in

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Comment : * The question of upper age limit for first entry into school service of the teachers, non-teaching staff and Headmaster has been revised from time to time and in the subsequent circular No. $\frac{\text{978–Edn(S)}}{\text{4A–23/82}}$ dt. 20th August, 1986. Follow the Rules incorporated in the Manual please. —Editor

urban areas). (5) An external expert in the subject concerned, preferably a Lecturer/Professor of a recognised college. Position at 4 in urban area will remain vacant in schools having no MC in urban areas.

For Head of the Institution :

Position at (1) above will be filled up by the sitting Hdm. Otherwise it will remain vacant. Position at 5 will mean Principal of a degree College/Hdm.; of a Government High School/Principal of a Government Polytechnic. A President will be appointed by the MC/Administrator from amongst the members of the Selection Committee, but the President shall not have any casting vote.

Note : "Dependent of a member of approved staff who died in harness" — means wife/husband/son/unmarried daughter and in that order. Only one such dependant can be appointed. The cases of staff whose death occurred after 1st January, 1981 while in service should only be entertained.

None of the Selection Committee members (including the Headmaster/Headmistress, the Secretary and the External Expert) will be related to any of the candidates to be interviewed. If the Headmaster happens to be related to any of the candidates, he should be replaced by the Asst. Headmaster or a Senior Assistant Teacher, not related to any of the candidates. Similarly, the Secretary is to be replaced by the President, if necessary.

The Selection Committee shall prepare a panel of three eligible candidates for each post in order of priority after holding interviews of the candidates.*

Names of candidates, age limit, Selection Committee

3. Selection will consist of two parts — Preliminary Screening and interview.

Preliminary Screening : This will be done by calculating the marks which a candidate is due to secure in different examinations as per chart at Annexure-A. Candidates will have to submit attested copies of marksheets along with their applications. A record of preliminary screening should also be preserved and open to inspection by the District Inspector of Schools (S.E) or any officer authorised by him.

Interview : Normally, not more than ten candidates for each post, on the basis of the marks obtained during preliminary screening of the candidates, found otherwise suitable for the post, will be interviewed by the Selection Committee which will assess (1) Qualifications of candidates on the basis of different examinations qualifying for the posts, (2) The experience of such candidates, (3) Extra-curriular activities and (4) Performance at the interview.

Marking on the four items as above will be awarded as under :

Comment : * Instructions in details as given above are very much helpful. — *Editor.*

Annexure - 4

(i) For posts requiring Post-Graduate Degree :

I.	1st Divn.	Mat/SF—10	P.U.—10 or	Old or New H.S.Exam-20
	2nd Divn.	-do- 8	-do- 7	-do- 15
	3rd Din.	-do- 5	-do- 5	-do- 10
	Comp/P	-do- 4	-do- 4	-do- 8

II.	1st. Class Degree Hons	20	
	2nd. Class -do-	18	(above 50% and 50%)
	-do- -do-	15	(Below 50%)
	Special Hons.	13	
	Distinction Degree Pass	12	
	Pass Degree	10	
III.	**1st. Class Post Graduate**	15	
	2nd Class -do-	12	(50% and above)
	-do- -do-	10	(Below 50%)
	3rd. Class -do-		
IV	1st. Class B.Ed. or equivalent	15	(60% and above)
	2nd Class -do-	10	(Below 60%)

Panels prepared by Selection Committee will be forwarded by MC to the DI/Schools for approval before any appointment is made.

(One approved panel will remain valid for one year)

V **Teaching Experience :** For each year (completed) of approved service in secondary school 1 (One) mark, maximum 10.

VI. **Extra-curricular activities :** 5 marks (maximum). (Documents are to be examined.)

VII. **Viva Voce :** 15 marks [Total 100]

(ii) **For posts requiring Graduate Degree :**

The marks for Post-Graduate Degree under III, above should be left out. Thus, the total marks in such cases would be 85.

Mode of Selection by Selection Committee

4. Reservation of vacancies under the provisions of Act of 1979 for candidates belonging to Scheduled Castes and Scheduled Tribes (3rd, 8th, 13th and 18th, post

in a roster of 20 — to be repeated) should be strictly adhered to.

Reservation of vacancies for SC/ST

5. Appointment of a teacher working in one recognised school in another should not ordinarily be encouraged except in case of posts with higher responsibility and better Scale of pay. In exceptional circumstances, however, appointment of such teachers may be considered. In case of such appointment the circumstances under which the teacher is appointed as such, should be recorded in the resolution of the Managing Committee or the order of the Administrator.

Selection of teachers already in work

6. The Panel shall remain valid for one year with effect from the date of approval by the DI/Schools who may extend the term of the Panel for another six months in special cases.*

Validity of the Panel

Selection of qualified candidates for the posts of non-teaching staff in Secondary Schools and Madrasahs in the district of 24- Prgs.*

Panels of candidates may be prepared as per prescribed procedure according to the following proforma, pending further directions from the Education Directorate or any higher authority :

(A) Clerks : Minimum educational qualifications — S.F. or its equivalent.

(i) Written Test Performance (for hand-writing and simple construction power) — 50 marks.

English/Bengali Composition — 25

Mathematics — 25

(ii) Typing Test in case there is a type-machine in the school or there is a positive proposal for having one — 20 marks.

(iii) Academic qualification — 10 marks.

SF - 1st. Divn. — 10 / 2nd. Divn. (50% and above) — 8 / 2nd. Divn. below 50% — 5 / 3rd or Pass Divn., Comp., Sup. — 3.

(iv) Oral Interview — 10 marks.

(v) Experience in similar work — 10 (1 mark for one year of service).

The Selection Committee may award 2 Bonus Marks for a Degree (Graduation) qualification possessed by a candidate. For a type knowing candidate (if the

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Comment : * 1. For appointment of teachers in Work Education, B.Ed. is not essential but they must possess qualifications like B.Sc. (Social) or B.S.W. (Hons) of Viswa Bharati or one of the Diplomas/Certificates from a recognised institution as prescribed in the Government Order No. 845 Edn.(S) dt. 17.5.76 (i.e. Dip. in Post-Graduate Basic Training. Technical Degree or Diploma such as L.M.E., L.C.E., etc., Diploma in 3 years' Degree Course in Home Science, B.Sc., in agriculture, B.Ed. with Work Education from Viswa Bharati, SF/HS with Certificate with Degree or Diploma in Arts and Craft (5 years' Course), Graduation with certificate in Tailoring,

Wood Craft, L.B.N.W. Diploma, etc.).

2. B.Ed. or equivalent will be treated as a desirable qualification for a teacher mainly meant for Classes V to X. Preferance is given to B.Eds. —Editor

requirement is so and specifically mentioned) the total marks should be 100 ; for a candidate without knowledge of type (if the requirement is not in respect of a type-knowing candidate) the total marks will be 70.

The specific requirement of a school/Madrasah should be very clearly stated in its communication to the Dist. Inspector of Schools at the time of obtaining permission. Unless specified the post will be meant for candidates without typing knowledge.

(B) Class IV Staff :— (Including Matrons, Laboratory Assistants)

The minimum qualification is Class VIII passed from any recognised 4-Class Junior High School/Madrasahs or 10/12 Class School/Madrasahs. The minimum age is 18 years.

Selection Norms may be set up as under :

(i) Physical Efficiency — 10 marks ;

(ii) Capacity to read and write (including hand-writing) — 10 marks ;

(iii) Oral Interview and experience — 10 marks./**Total — 30 marks.**

Reservation of vacancies for candidates belonging to SC/ST Communities

A Roster of 20 (to be repeated) is to be maintained in every school, keeping 3rd., 8th., 13th, and 18th posts RESERVED, from 1976 onward. Before permission is obtained from the Dist. Inspector of Schools in respect of any vacancy (Teaching and non- teaching) the position in respect of posts created since 1976 and filled up should be shown positively in every case in the proforma shown below. The institution should maintain a bound register for the purpose in the same proforma in the school office for inspection by the Dist. Inspector of schools or his staff from time to time.*

ROSTER OF VACANCIES

for teaching/Non-teaching posts.

Year	Existing sanctioned posts-nos. (as on 1st April)	New sanctioned posts-nos. (from 1st April)	No. of incumbents SC/ST/Others Total :
(1)	(2)	(3)	(4) (Col. 2 + 3)

O-Open. R-Reserved

Comment : * The process in selection of clerks by the school authorities is designed by the District Inspector of Schools (S.E.), 24 Prgs. And no clear-cut instruction is available from the Director of Secondary Education, West Bengal regarding recruitment process of the non-teaching staff.

* A Roster of 20 vacancies is shown above. When the number of teaching staff will increase, the second Roster shall be operated in the same manner, keeping the 3rd, 8th, 13th & 18th post reserved for SC/ST posts. In case, a particular post- position could not be kept reserved for the SC/ST alternative post-position should be filled up with the consent of the D.I. of Schools (S.E). — *Editor.*

Position of Reservation against posts created since 1976 :

Post No.	Position	Actually held by ... and the caste to which he/she belongs (Name
(5)	(6)	(7)
1.	O	Shri/Smt......SC/ST/Others
2.	O	
3.	R	
4.	O	
5.	O	
6.	O	
7.	O	
8.	R	
9.	O	
10.	O	
11.	O	
12.	O	
13.	R	
14.	O	
15.	O	
16.	O	
17.	O	
18.	R	
19.	O	
20	O	

Reservation of vacancies for the candidates belonging to S.C/S.T. Communities is required under provisions of Central and State Government Acts.

Preparation of Panels (in duplicate) and submission of papers for perusal and further action in the office of the D.I. of Schools* Panels (in prescribed proforma) should accompany the following papers :

1. Copy of permission Memo. From the Dist. Inspector of Schools. (SE)
2. Copy of School's communication of the Employment Exchange.
3. Copy of reply of the Employment Exchange and the list of candidates as endorsed by the exchange.

Comment : * Every secondary school must maintain a Roster of vacancies duly approved by the D.I. of schools and the same should be revised every year as per instruction. If it is found that in the list of existing staff, proper scope could not be given to SC/ST candidates, provision should be made for recruitment of SC/ST candidates according to Roster.

Necessary steps to be taken for preparing the panel may be followed as per suggestions given above (No. 1 to 10). — Editor.

4. Paper cutting (in original) with mention of the name of the Newspaper and date of publication.

5. M.C. Resolution/Administrator's Order forming Selection Committee with full name and qualification of each of the members.

6. Selection Committee Resolution in respect of preliminary selection of candidates for each post. Candidates from Employment Exchange will not be required to pass through such preliminary selection. All candidates endorsed by the Exchange are to be asked to attend interview.

7. Certificate to the extent that the candidates were asked to attend interview after preliminary selection and the intimation in each case was sent under registered post and documents have been preserved in the schools office.

8. Certificate to the effect that none of the candidates is related to any of the Selection Committee members, this certificate is to be given by the Selection Committee Members and endorsed by the M.C./Administrator.

9. M.C. Resolution/Orders of the Administrator endorsing Selection and preparation of the panel.

10. Document in respect of validity of the M.C./Administrator.

Panels are to be prepared as per proforma prescribed below :

STATEMENT SHOWING RECOMMENDED PANEL IN... TEACHING

(Subject/Group/NON-TEACHING POST in .... School/Madrasah, P.O. ....

Sl.	Name in full	Date of receipt of application	Date of preliminary Selection and interview for final selection	Date of birth
(1)	(2)	(3)	(4)	(5)

D-Division/C-Class/Y-Year/M-Marks

Academic Qualif. Mat. S.F. Year. Dvn.Marks.			P.U. Old H.S. Yr. D.M. Yr. D.M.	
(6a)	(6b)	(6c)	(6d)	(6e)

Dist. YD/CM	Pass YD/CM	Post-graduate YD/CM	B.Ed./B.T. YD/CM	Experience Yrs. Marks
(6f)	(6g)	(6h)	(7)	(8)

Co-curriculum Activities	Oral Interview	Total marks obtained	Panel Position	Remarks if any
(9)	(10)	(11)	(12)	(13)

On the basis of documents & practical demonstration.

Panels for Non-teaching Posts are to be made with adjustments in the entries made. The panels prepared separately for each subject/post are to be signed by all members of the Selection Committee and endorsed by the Committee and endorsed by the Head of the Institution and the Secretary/Administrator of the school.

The statement should be prepared in Foolscape size paper and should preferably be typed. All entries made should very carefully be checked before submission.*

Sd/- G. Bagchi,
District Inspector of Schols
(SE), 24-Parganas, 15th Sept., 1981.

Memo No. D-318/Appoint/81 Calcutta, the Copy Forwarded for information and guidance to :

1. Institutions concerned.
2. All Inspecting Officers & Other Officers
3. All Dealing Assistants.

Submission of incomplete papers must be avoided by the schools. Complete cases will be disposed of by the checking officials in the Grants-in-aid Section with the help of dealing Assistants. The following observations should be made on the body of the Panels (in duplicate) in cases of accepted cases.

"Panel of candidates as at Sl.Nos. .... and .... approved in order of preference to reamin valid for 12 months from the date of approval against permission for the post of .... (Teaching/Non-teaching)."

Office copies will be maintained in the General Files of schools after issue.

Sd/- G. Bagchi,
District Inspector of Schools (S.E), 24-Parganas.
15th Sept., 1981.

GOVERNMENT OF WEST BENGAL

Education Department

Esstt.Branch.

No. 1394(6) –Edn(Esstt) / 1 'O' – 18/80 Cal, the 7th Aug,'81.

Comment : * Instructions regarding preparation of panel by the District Inspector of Schools (S.E) 24 Prgs. are explanatory in nature and more helpful. It is not known, if any such instruction is given by another District Inspector of schools (S.E). Concerned schools may follow the process while submitting their cases for approval of the panel. — *Editor.*

From : Shri R.Chowdhury,
Deputy Secretary to the Govt. of West Bengal .

To : The Director of Secondary Education, West Bengal

The undersigned is directed to forward herewith the copy of the memo No. 10161(52) Sw dt. 6/20.6.81 received from the Releif & Welfare Deptt. and to request that all appointing authorities sub-ordinate to the Directorate may please be impressed upon that at least one disabled person will have to be appointed against the existing vacancies. Moreover, if there is scope of employing more than one handicapped person in any office, the possibility of providing such employment to the handicapped persons at least upto 2% of the vacancies should also be explored in terms of the circular issued by the Labour Deptt.

It is also requested that the particulars called for in this Deptt. Memo No.1041 (6) Edn (Estt.) dt. 16.6.81 may please be supplied to this Deptt. by the 1st week of August, 1981.

Sd/- R. Chowdhury
Deputy Secretary

GOVERNMENT OF WEST BENGAL
EDUCATION DIRECTORATE
Grant-in-aid Section
6, Bhabani Dutta Lane, Calcutta-700073

Memo No. $\frac{1464(16)GA}{3B\text{–}49/81}$ Dated, the 28th August, 1981.

From : The Director of Secondary Education, West Bengal

To : The District Inspector of Schools (SE) ....
P.O. ....Dist. ....

Sub : Directions regarding recruitment of teachers and non-teaching employees in recognised non-Govt. Secondary Schools (both High and Junior High Schools) for Boys and Girls.

Ref : Dte. No. 1022(16)GA dated the 16th June, 1981.

He/She will please find enclosed a copy of a new set of directions in connection with recruitment of teaching employees in recognised non-Govt. Secondary Schools (both Junior and High Schools), issued in supersession of the directions given on 16.6.81 and circulated to all District Inspectors of Schools (SE) with the Directorate Memo under reference. The new set of directions should be circulated to the Heads of all recognised non-Govt. Secondary schools in the District for compliance with immediate effect. Before circulation of the new directions he/she will please go through the directions carefully and mark the changes made therein.

Sd/- Illegible

for Director of Secondary Education, West Bengal.

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
Higher Secondary Branch

No. 125-Edn-(H.S) Dated Calcutta, the 16th November, 1981

Sub : *Sanction of whole-time teaching and non-teaching staff for the intergrated Higher Secondary Schools.*

Ref. : Government Order No: 20-Edn.(H.S) dated 29.2.80.

The undersigned is directed to state that it has been reported that in exercise of the powers conferred on the Director of Secondary Education, West Bengal by clause (i) and (ii) of Sub- Rule (1) and by clause (i) of Sub-Rule (4) of Rule 28 of the Rules for the Management of Recognized Non-Government Institutions (Aided and Unaided), 1969 as amended under the Education Department Notification No. 855-Edn.(S) dated the 23rd December, 1980,the Director of Secondary Education has since issued necessary directions for compliance by the recognised Non-Government Secondary Schools (including Higher Secondary Schools) in connection with recruitment of teachers and non-teaching employees.

In the circumstances, the instructions previously issued in terms of Government Order No.20-Edn.(H.S) dated the 29th February, 1980, may be treated as withdrawn provided however, that the appointments of teachers already made by the integrated Non-Government Higher Secondary Schools in accordance with the aforesaid instructions will remain vaild.

RETENTION OF A.H.M. etc.
GOVERNMENT OF WEST BENGAL
Education Directorate, Grant-in-aid Section
6, Bhabani Dutta Lane (Top floor), Calcuta 700073

No. 363(16)GA/3B-16/80 Dated, the 25th March, 1982

From : The Director of Secondary Education, West Bengal.

To : The District Inspector of Schools (S.E), Calcutta

Sub : *Retention of the posts of Assistant Head Master/Assistant Head Mistress/Assistant Teacher/Clerk/Class IV employee sanctioned on temporary basis.*

Ref : This office memo no. 1369(16)GA dated 11.8.81.

In continuation of this office memo under reference the undersigned has to state that in the Government Order No. 536- Edn.(Estt) dt. 16.7.79 provision has been made for retention of posts of teachers and non-teaching employees created temporarily and continuing for more than 3 years, on permanent basis and for confirmation of incumbents to those posts serving on temporary basis for consecutive 2 years and enjoying salaries and allowances as per G.A. Rules. There may be cases where posts created on temporary basis are yet to complete 3 years or where incumbents appointed against such temporarily created posts are yet to complete 2 years of continued service in the same posts. The undersigned has to communi-

cate that such posts retained upto 31.8.82 and the approval of appointments of the incumbents serving in such temporary posts may be extended upto 31.8.1982.

Sd/- Illegible
for Director of Secondary Education, West Bengal.

GOVERNMENT OF WEST BENGAL
Directorate of Secondary Education

No. 1036(16)–Sc/S / 7R–28/81 Calcutta, the 21st April, 1982

Sub : Approval of appointment of teaching staff of newly recognised Secondary Schools (High & Jr. High).

In inviting a reference to the subject mentioned above, the undersigned has to state that it has been decided by the Government that in the cases of High Schools, recognition would be granted to Class IX only with effect from 1st January, 1982 and to Class X with effect from 1st January, 1983 and in the cases of Junior High Schools recognition would be granted to a new school as a 2-Class Jr. High School (i.e. Classes V and VI with effect from 1st January, 1982 and as a 4-Class Jr. High School (i.e. Classes VII and VIII) with effect from 1st January, 1983.

As a result of this change in the procedure for recognition appointment of only three (3) teachers for Class IX in each school will be approved with effect from 1st January, 1982 and another three (3) teachers for Class X from 1st January, 1983.

In connection with the approval of teaching staff of newly recognised High Schools it is noted that the West Bengal Board of Secondary Education once permitted most of the schools to open Class IX. Some of the schools were even granted special permission to present candidates for School Final Examinations. Although the Board has since withdrawn this permission by a general circular, it is presumed that some of these schools are still maintaining organising teachers. It is, therefore, desirable that the org. teachers having requisite qualification should be absorbed gradually and as far as possible. The rules for recruitment of teachers in existing secondary schools will be deemed to be modified in case of approval of appointment of teachers in these newly recognised schools. Seniority of these org. teachers in the particular school should be observed.

Staff position in Jr. High School stage.

(i)	Already having one B.Sc. in Physical Science and other in Bio-Science.	Out of 3(three) to be appointed for Class IX one must be a graduate in Physical Science.
(ii)	Already having one Science Graduate.	A graduate in Physical Science or Bio-Science as per requirement.
(iii)	Already having 3(three) Science Graduates including one Bio-Science graduate.	No further Science Graduate is required to be appointed.

The approval should be provisional and subject to the condition that the teacher/teachers selected by the M.C. for undergoing training in Phy.Education or Work Education must join the Training Institute whenever asked to do so.

In connection with the approval of teachers of newly recognised Junior High Schools which have been permitted to open Classes V and VI from 1st January, 1982 and Classes VII and VIII from 1st January, 1983, it has been decided that appointment of three teachers of whom one must be a graduate in Physical Science should be approved from 1st January, 1982. With the opening of Classes VII and VIII appointment of further three (3) teachers of whom one must be a graduate in Science should be approved from 1st January, 1983. In this case, approval should be provisional and subject to the condition laid down for teachers in Class IX.

Regarding approval of appointment of teachers of existing recognised 2 Class Jr. High Schools since upgraded as 4 Class Jr. High Schools with effect from 1st January, 1982, it has been decided that appointment of further 3 (three) teachers of whom one graduate in Physical Science if there is no such approved teacher in the school, then one graduate in Bio-Science may be approved from 1st January, 1982.

D.S.E.
West Bengal.

GOVERNMENT OF WEST BENGAL
Education Department
Secondary Branch

No. $\frac{\text{439-Edn.(S)}}{\text{4A-17/82}}$ Dated Calcutta, the 3rd August, 1982.

From : Shri B.N.Chatterjee,
Special Secretary, Government of West Bengal

To : The Director of Secondary Education , West Bengal
6, Bhawani Datta Lane, Calcutta-73

Sub *Appointment of emigrants from Bangla Desh as Assistant Teachers in Secondary Schools in West Bengal.*

It has come to the notice of the State Government that some candidates possessing diploma/degree/certificate issued by the educational institutions of Bangla Desh are being selected on the basis of such qualifications and approved by the District Inspector of Schools(Secondary) concerned. It also appears that verification of their qualifications are not being done since it takes inordinately long time.

After consideration, the State Government is of the opinion that henceforth appointment of any candidate otherwise found suitable but possessing educational qualifications from any of the educational institutions of Bangla Desh for which examinations were held after 16.3.1971 should not be approved by the District Inspectors of Schools concerned. But all such cases should be referred to the Director of Secondary Education, Government of West Bengal for approval .

Director of Secondary Education may please scrutinise such applications of the otherwise suitable selected candidates and examine if such selections was based on educational qualifications obtained from educational institutions of Bangla Desh for examinations held after 16.3.1971 ; and if so, whether such

candidate(s) possess Indian Passport and Visa from the Government of Bangla Desh in E or F form. Candidates possessing such Indian Passport and Visa from Bangla Desh Government in E or F form for the relevant period may be approved by the Director of Secondary Education if otherwise found suitable. The cases of candidates not covered by the instructions as above may be referred to the Department for.

The matter is extremely important. Receipt of this letter may please be acknowledged immediately.

Sd/- B.N.Chatterjee (Special Secretary)

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT, SECONDARY BRANCH

No. 530-Edn(S) Dated, Calcutta, the 2nd Sept., 82

Sub : Qualifications in respect of appointment of Headmaster/Headmistress in Secondary Schools in West Bengal.

The undersigned is directed to say that according to the existing orders, qualification prescribed for appointment to the posts of Headmasters/Headmistresses of Higher Secondary Schools, Higher Secondary Madrasahs, High Schools and High Madrasahs is as follows : "Trained Graduate with Honours degree or with Master's degree who have secured not less than 40% of marks at M.A./M.Sc. Examinations plus five years' teaching experience in recognised secondary schools. Graduate with Special Honours shall not be treated as Honours Graduate for the purpose."

The State Government had set up a Pay Commission to Examine the pay structure, service conditions etc., of Government Employees as well as the employees of Non-Government bodies including the teaching and the non-teaching staff of aided educational institutions and to submit a report with its recommendations. The Pay Commission submitted its report. The Government accepted the recommendations of the Commission and revised the scale of pay accordingly.

The Pay Commission has, *inter alia* recommended that 10 years teaching experience in a recognised Secondary School/Schools shall be required for appointment to the post of Headmaster/Headmistress in a Secondary School in lieu of 5 years teaching experience as laid down in the existing orders. The minimum academic and professional qualifications shall, however, remain unchanged. The Government has also accepted the recommendation of the Pay Commission in this regard.

In the circumstances stated above, it is requested that necessary instructions should be given to all concerned to the effect that henceforth no candidate having less than 10 years teaching experience in a recognised secondary school/schools or in a recognised Madrasah/Madrasahs of secondary type shall be appointed to the posts of Headmaster/Headmistress in Higher Secondary Schools/Higher Madrasahs and High Schools/High Madrasahs.

The acdemic and professional qualifications, as laid down in the existing orders shall however, remain unchanged. Trained candidates with Master's degrees who have secured not less than 40% of marks at M.Com. Examinations with ten years' teaching experience shall also be eligible for appointment to the posts of Headmaster/Headmistress.*

Sd/- S. Ghosh (Deputy Secretary)

GOVERNMENT OF WEST BENGAL
Directorate of Secondary Education

Memo No. 1168(16)GA dated 4th December, 1982.

In partial modification of clause 3 of the directions issued in terms of this office memorandum No. 1464(16)GA dated 28.8.1981 it is stated that whenever the Managing Committee of an Appointing Authority of integrated H.S. School is to prepare a panel from among the candidates sent by the local employment exchange, the approved part-time teacher of the school appointed in terms of G.O. No. 150-Edn(HS) dated 15.9.78 or this office No. 452(60)- SC/HS dated 12.1.81 should also be called for interview for filling up a full time vacant post of the school.

Director of Secondary Education, West Bengal.

GOVERNMENT OF WEST BENGAL
EDUCATION DIRECTORATE
Grant-in-aid Section
6, Bhabani Dutta Lane (Top floor), Calcutta-73

No. 147(16)GA / 3B–16/89 — Dated, the 11th February, 1983

From : The Director of Secondary Education, West Bengal

To : The District Inspector of Schools (SE) ....
P.O. .... Dist. ....

Sub : Retention of the posts of teaching and non-teaching staff appointed in additional sanctioned posts beyond 28.2.83.

Ref : This Office Memo No. 886(16)GA date 17.8.82.

In continuation of this office Memo under reference, the undersigned has to state that temporarily created additional posts of teaching and non-teaching staff are retained upto 31.8.83 and therefore, the approval of the incumbents appointed against such temporary posts are extended upto 31.8.83.

In this connection, the undersigned has to state further that as soon as the temporary approvals of the incumbents appointed in the additional posts mentioned herein completed two years of service, the appointments may be declared substantive from his end as per G.O. No. 536-Edn(Estt) date 16.7.80. The cases, which have been forwarded to this Directorate for taking necessary action and decisions are yet to reach his office, may be disposed of in the same manner. Only the cases which have not fulfilled the conditions as laid down in G.O. No. Edn.(Estt) date 16.7.80, due to some legal complications short fall of enrolments or otherwise may be forwarded to this Directorate for final disposal.

Sd/- Sri R. Dasgupta
for Director of Secondary Education West Bengal.

Comment : * Upto 1982, the qualifications of the Heads of the Institution for appointment were regarded as "Trained Graduate with Honours degree or with Master's Degree with five years' teaching experiences." But now 10 years' teaching experiences in lieu of 5 years' teaching experiences is considered as an essential qualification for appointment. 'Special Hon's shall not be treated as Honours. 'Honours' means regular honours. — *Editor.*

GOVERNMENT OF WEST BENGAL
Education Department
Secondary Branch

No. 454-Edn.(S) Dated, Calcutta, the 25th April, 1983.

From : Shri S. Ghosh,
Deputy Secretary to the Govt. of West Bengal.

To : The Director of Secondary Education, West Bengal

Sub : Recruitment of Asstt. Teachers, non-teaching staff and Headmasters/Headmistresses of Non-Govt. Secondary Schools.
Upper-age-limit-for —

In continuation of this Department G.O. No. 530-Edn(S) dated 2nd September, 1982, the undersigned is directed to say that after careful consideration, the Government have decided that the upper-age-limit for first entry into service of Assistant teachers and non-teaching staff should ordinarily be 35 years. The age-limit is relaxable up to 40 years for experienced and highly qualified candidates and for candidates belonging to Scheduled Caste and Scheduled Tribe, disabled defence personnel and physically handicapped candidates.

As regards appointment as Headmaster/Headmistress it has been decided that there will be no restriction of age for the same if appointed before superannuation, but other conditions remaining the same — 10 years continuous teaching experience in recognised secondary schools immediately before the appointment shall be required in the case of appointment as Headmaster/Headmistress in non-Government secondary schools.

It may be noted that in exceptional circumstances relaxation to these conditions may be made with previous approval from Government.*

Sd/- Illegible
Deputy Secretary

GOVERNMENT OF WEST BENGAL
Education Department (H.S. Branch)

No. 72–Edn(H.S) / 3S–60/81 Dated, Calcutta, the 9th August, 1983.

From : Shri S. Ghosh,
Deputy Secretary to the Govt. of West Bengal.

To : The Director of Secondary Education, West Bengal.

Comment : * The above circular regarding age-bar into first entry in school service has been revised from time to time. 35 years is ordinarily fixed for first entry. But 45 years has been targetting for the refugee candidates. Age-bar for the Heads of the Institutions has been lifted till before the period of superannuation begins.

Teaching experiences in primary schools will not be considered as relevant experiences. Experiences in Junior High Schools may be considered for this purpose since the same refers to secondary school too.

— Editor.

Sub : Appointment of Librarian in the State Government Sponsored or Aided Secondary Schools upto Class XII standard.

In partial modification of Government Order No. 17-Edn(HS) dated 18.3.82 the undersigned is directed to say that the Governor is pleased to prescribe the following three types of qualifications for recruitment to the posts of Librarians, in future, in the institutions mentioned above :

1. M.A./M.Sc./M.Com. with Degree or Diploma in Library Science from a Government recognised University;
2. B.A./B.Sc./B.Com. with Degree or Diploma in Library Science from a Government recognised University;
3. Matriculation or equivalent with certificate in Librarianship awarded by any of the following three institutions :

   (i) Bengal Library Association

   (ii) Ramakrishna Mission Boys Home, Rahara

   (iv) Janata College, Kalimpong

The incumbents of the posts of Librarian will draw pay according to their qualifications, as approved in terms of Government Order No. 372-Edn(B) dated 31.7.81.*

Necessary instructions may please be issued to all concerned.

Sd/- S. Ghosh
Deputy Secretary

GOVERNMENT OF WEST BENGAL
Directorate of School Education
School Pension Section
6, Bhawani Dutta Lane (Top floor), Calcutta-700 073.

No: 989(19)Sc – Pen / Om – 2/83 Dated, the 29th August, 1983.

From The Dy. Director of Secondary Edn.(GA), West Bengal.

To The D.I. of School(S.E), Hooghly
P.O. Chinsurah, Dist: Hooghly.

Sub Approval of appointment of the teachers and non-teaching staff of the recognised Secondary Schools/Madrasahs.

In connection with the above the undersigned has to state that there is a good number of teachers and non-teaching staff in recognized secondary Schools/Madrasahs, both aided and unaided, appointed against permanent posts and serving continuously without obtaining any order of approval of their appoint-

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Comment : * There is no provision for appointing any librarian in secondary schools. And proposal for recruitment of a Librarian in Class X High School has not been entertained. But authorities of Class X schools may write to the Education Department for sanction of a post of Librarian in their schools under above reference.

Formerly, qualifications of a Librarian in Higher Secondary Schools were prescribed to be 'graduate with Degree/Diploma in Library science'. But since the publication of the above circular the qualifications of a librarian have been minimised upto Matriculation level with a certificate in Librarianship.

ment from the competent authority.

Now, while considering sanction of pension to the retired incumbents, the question of continuing qualifying (approved) service has attracted further attention for the purpose of audit by the Accountant General, West Bengal. Besides furnishing the contemporary evidence to establish approved service, it has now been considered necessary to furnish the order of approval of appointment in respect of the approved services of the retired incumbents in respective school(s).

He is, therefore, requested, while processing the pension cases for onward transmission to this Directorate, to examine particularly whether order of approval of appointment of the incumbent for the entire period of service claimed as qualifying was issued from the competent authority and in case this is wanting, he is hereby requested to issue post-facto approval in respect of his services in the school(s) of his district. In this connection Govt. Order No: $\frac{\text{536-Edn.(Estt)}}{\text{9A-9/80}}$, dated 16.7.80 may kindly be recalled. While issuing post-facto approval as stated above, he will, however, be satisfied beforehand that,

(1) The institution was a recognized one at the relevant time;

(2) The appointment of the incumbent was followed by the resolution of the Managing Committee ;

(3) The appointment was against permanently sanctioned post ;

(4) The contemporary evidence in the prescribed proforma duly declared by the incumbent and corroborated by a contemporary person has been submitted.

For further checking in this Directorate, an attested copy of the order of recognition or any other document (preferably an attested copy of the Matriculate Certificate of a student appearing from the school during or before the relevant year to establish the school enjoyed recognition at that time and the form of contemporary evidence duly filled in and declared by the incumbent, corroborated by another contemporary person and countersigned by him) should also be submitted alongwith the attested copy of the order of approval of appointment of the incumbent.

The pension cases already submitted by him without any such order of approval of appointment of the incumbent, are being referred back to the school(s), and he is requested to do the needful accordingly.

This may please be treated as urgent.

Sd/- Illegible

Dy.Director of the Secondary Edn.(GA), West Bengal.

GOVERNMENT OF WEST BENGAL
Education Department
NOTIFICATION

Qualifications of teachers of Work Education in recognised non-government secondary schools under the revised pattern from January, 1974.

In the G.O. No. 845-Edn(S) dated 17.5.76 qualifications for teachers of Work Education have been prescribed. Item No. 7 ibid is as follows :

7. Graduates along with certificates in Tailoring, Wood Craft, Lady Brabourne Needle Work Diploma and other Craft.

The Superintendent, Wood Industries Institute, Kalyani, Nadia and Institute under the Govt. of West Bengal, made an inquiry whether a graduate with a Diploma in Supervisory Course in Wood Craft offered by that Institute was eligible for appointment as a Work Education teacher.

Under Clause (7) of the Govt. Notification quoted above, a Graduate with a Certificate or Diploma in Supervisory Course offered by Wood Industries Institute, Kalyani, is eligible for appointment as a teacher of Work Education in a recognised Non-Govt. Secondary School.

*Sd/- N. Sinha, (*Secretary)
29.9.83

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
H.S. BRANCH

No. 94-Edn(HS) / 38-25/83 — Calcutta, the 21st Nov., 1983.

From : Shri S. Ghosh,
Deputy Secy. to the Govt. of West Bengal

To : The Director of School Education, West Bengal
6, Bhabani Dutta Lane, Calcutta-73

Sub : Sanction of teaching posts for the Higher Secondary Section (General & Vocational) of the integrated Higher Secondary Schools and independent institutions.

Ref : Directorate's Memo No. 96-Sc/(HS) dt. 10.8.83.

The undersigned is directed to say that it has been reported that all the 6211 posts of teachers sanctioned in terms of this Deptt. Order No. 191-Edn(HS) dt. 5.12.79 for the H.S. Sections of the integrated H.S. Schools (General & Vocational) and Independent Institutions (with classes XI & XII only) have already been filled up and the Directorate has in the meantime received a large number of requisition for additional posts, which are lying unattended due to non-availability of sanctioned posts.

After careful consideration of the matter, the Governor is now pleased to sanction not exceeding 300 (three hundred) additional posts of teachers for the existing H.S. Section of the integrated H.S. Schools (General & Vocational) and independent H.S. Schools (General & Vocational) and independent H.S. Institutions with effect from 1.1.84.

The charge on this account may be met from the provision under the head — "D-pre-University Education—III. Assistance to non-Govt. Institutions State Plan (Annual Plan and Sixth Plan)—I. Assistance to non-Govt. Higher Secondary Institutions—Grants-in-aid/Contributions" in the current year's 277 — Education (Excluding sports and youth welfare) Budget.

This order issues with the concurrence of the Finance Deptt. vide their U.O. No. Group 'B'—1918 dt. 10.11.83.

The Accountant General, and the Pay & Accounts Officer, Calcutta Pay & Accountants Office are being informed

Sd/- S. Ghosh (Deputy Secretary)

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT

No. $\frac{401-\text{Edn (S)}}{4\text{ A}-4/84}$ Dated Calcutta, the 10th April, 1984.

From : Shri S. Ghosh,
Deputy Secretary to the Govt. of West Bengal.

To : The Director of School Education, West Bengal.

Sub : Appointment of Assistant Teachers in Language Group in Secondary Schools.

The undersigned is directed to say that in view of the introduction of revised syllabus in graduation level (i.e. B.A., B.Sc. and B.Com.) by the Universities in West Bengal it has been decided that henceforth appointment of Assistant Teachers in Language Group in secondary schools should be made only from amongst the candidates who had among others relevant language subject in his degree class.*

All concerned should be informed accordingly.

Sd/- S. Ghosh, (Deputy Secretary)

GOVERNMENT OF WEST BENGAL
Education Department
Secondary Branch

Dated, Calcutta, the 1st Feb., 1984

No. $\frac{69\text{–Edn(S)}}{5\text{C}-2/84}$

From : Shri S. Ghosh
Deputy Secretary to the Govt. of West Bengal.

To : The Director of Secondary Education, West Bengal
6, Bhabani Dutta Lane, Calcutta-73.

Sub : Appointment of teachers on Work Education in Secondary Schools under revised pattern of Secondary Education from 1.1. 74.*

The undersigned is directed to say that in terms of G. O. No. 770 Edn.(S) dt. the 8th July, 1974 read with G. O. No. 845-Edn(S) dated the 17th May, 1976, Government have prescribed qualification for appointment of Assistant Teacher in Work Education in a recognised non-Secondary Institution. The Government also approved of the Training Certificate on special Work Education and village leadership issued by the Peoples (Janata) Government College, Banipur for the purpose of appointment of Work Education Teacher in a Secondary School.

Comment *In explanation of the above circular, we find that candidates having Bengali/English/Sanskrit-Arabic at their graduation level may be considered as a relevant qualification for appointment of a language teacher. —Editor.

It has come to the notice of the Government that candidates having certificates issued by some institutions not recognised by the appropriate authorities are being appointed in Secondary Schools.

The State Government, after careful consideration, have decided that no candidate having degrees/diplomas/certificates etc., as mentioned in the aforesaid Govt. Orders, but issued by any institution not recognised by the State Government for the West Bengal Board of Secondary Education or any recognised University in this state shall be considered for appointment as Work Education Teacher in any Secondary School.

Necessary instructions may be please issued immediately to all concerned.

Sd/- S. Ghosh
Deputy Secretary

GOVERNMENT OF WEST BENGAL
Office of the District Inspector of Schools (Sec. Edn.),
24-Parganas, 60B, Chowringhee Road, Calcutta-700020.

Memo No. GA/921 (2000) Dated, 13th February, 1984

From : Shri T. K. Roy, W. B. E. S.
District Inspector of Schools (S.E.), 24-Parganas.

To : The Secretary/Administrator/Headmaster/Headmistress,

Sub : Employment of Physically handicapped Persons in various types of vacancies in school.

In terms of Education Department's Memo No. 1417(6)-(Estt) dt. 22.8.83 and Dy. D. S. E. (G.A.). West Bengal's Memo No. 1406(16)-G.A. dt. 7.9.83, the undersigned has to request him/her to furnish this Office with a list of teaching and non-teaching staff who are physicaliy handicapped persons and employed invarious types of vacancies in his/her school since June, 1977 onwards separately.

The list should cover the name, qualification, address, category of post, date of appointment and nature of vacancies etc., of the candidates employed. The statement should be furnished year-wise. The school which has no such appointment, may submit a 'NIL' statement in this respect.

This may please be treated as urgent.

Dist. Inspector of Schools, (Sec. End.) 24-Parganas.

GOVT. OF WEST BENGAL
Office of the Dist. Inspector of Schools, (S. E., 24-Parganas)
60B, Chowringhee Road, Calcutta-700020

Memo No. GA/898(2000) Dated, the 3.2.1984

From : The District Inspector of Schools (S.E.), 24-Parganas.

Comment * The Education Department, Govt. of West Bengal, has warned the concerned Institutions to refrain from appointing Work Education teachers with training qualifications, from unrecognised Institutions. Only teachers having training qualification from P.G.B.T. College, Rahara, Hon's. in Social Science from Biswa Bharati, Shantiniketan; Janata College and approved trained staff in Wood Craft, Paper Craft, — Tailoring etc., will be accepted as Work Education teachers for secondary schools.

To : The Headmaster/Headmistress

Sub : Appointments from Bangladesh as Asst. Teachers in Secondary Schools in West Bengal.

Ref : D. D. S. E. (Women), W. B.'s Memo No. 163(16)5C/G dt. 20.1.84 and Deputy Secretary, Govt. of West Bengal's No. 3-Edn.(6) dt. 4.1.1984.

The undersigned has to invite a reference to this Office Memo No. 116/G (2200) dt. 28.2.83 at page 5 to item No. (8) wherein particulars with a list of candidates, in duplicate, in regard to Persons possessing Degree/Diploma/Certificates issued by the Educational Institution of Bangladesh, the examinations of which were held after 15.3.71, appointed in is/her school were required to be submitted to this Office within 15 days from the date of receipt of the circular.*

Since the said particulars have not yet been received by this Office and as the Education Directorate as per Memo No. referred to above has called for the submission of the said particulars, the submission of the same may please be expedited by return of post.

A separate list may please also be sent along with the above list if any appointment were given by the management of the school before 16.3.71. A nil statement may please be submitted by the school who had not appointed such type of teachers mentioned above.

This may please be treated as extremely urgent.

Sd/- Illegible
Addl. Dist. Inspector of Schools,
(Sec. Edn.) 24-Parganas.

GOVERNMENT OF WEST BENGAL
Directorate of School Education, Grant-in-Aid Section
6, Bhabani Dutta Lane, Calcutta-73

No. $\frac{\text{781–G.A.}}{\text{31 – 49/81}}$ Dated, Calcutta, the 9th May, 1984

From : The Director of Secondary Education, West Bengal.

To : The District Inspector of Schools (SE), Hooghly, P.O. & Dist. Hooghly.

Sub : Clarification regarding qualification.

Ref : His Office Memo No. 5017/HAR-12 dated 21.11.83.

In reference to and on the subject mentioned above the undersigned has to state that B. Com. (Old course) is treated as Hons. Graduate for the pupose of scale of pay only as per Government Order 188-Edn.(S) dated 11.9.69. Such a teacher cannot be treated as an Hons. Graduate for other purpose.

Comment : * Appointment of any persons in secondary schools of West Bengal who have migrated to West Bengal after March, 1971 are not ordinarily recognised as citizens of the country and such persons who have procured citizenship certificates from the Court are yet to be accepted by the Education Department for approval of appointment. School authorities should be cautious in appointing such persons and before doing so should seek permission of the Education Department. —Editor.

He is not, therefore, entitled to the qualification marks for Hons. Graduate for the purpose of any appointment.*

Sd/- Illegible
Dy. Director of Secondary Education (GA)
West Bengal.

GOVERNMENT OF WEST BENGAL
Directorate of School Education
6, Bhabani Dutta Lane (top floor), Calcutta-700073

No. 1267(16)-SC/G Dated Calcutta, the 7th June, 1984

From : The Director of School Education, West Bengal

To : The District Inspector of Schools (S.E.) all.

Sub : Sanction of additional posts of teacher for the Junior High/High/H.S. Schools including Junior and High Madrasahs.

Inviting reference to this Directorate's letters sanctioning additional posts of teachers to the aforementioned institutions the undersigned likes to point out that posts should be filled up strictly according to the recruitment rules** as communicated to him in this office Memo No. 1464(16)-GA, dated 28.8.81.

His attention is further invited to the G.O. No. 454 Edn(S) dated 25.4.83 with regard to the upper age limit for recruitment of teachers and non-teaching staff in Secondary Schools. He is informed that contents of the G.O. should be strictly adhered to with regard to the filling up of the additional posts as sanctined to the institutions.

Sd/- A. K. Roy
for Director of School Education, West Bengal.

GOVERNMENT OF WEST BENGAL
Education Department
West Bengal Madrasah Education Board,
19, Haji Md. Mohsin Square, Calcutta-16

Circular No. A. P. P./1/82 Dated 14.6.84

From : The Secretary
West Bengal Madrasah Education Board.

To : The Heads of all recognised Madrasahs.

Sub : Production of Certificates, Marksheets etc., in original at the time of approval of appointment of teachers.

Comment : *1. From the above circular it tends to show that B.Com. (old course) may only signify in regard to the scale of pay, but neither for teaching, at Higher Secondary level, nor towards the appointment of Headmaster and Assistant Headmaster.

2. 'For other purpose' means (1) For the post of Headmaster or Assistant Headmaster or Commerce teacher for Higher Secondary Section of the H.S. Schools.

** Recruitment rules refer to Instructions laid down in the Notification of the West Bengal Govt. (Education Directorate), dt. 1st of August, 1981. —Editor.

In reference to above, I am directed to inform that at the time of approval of appointment of teachers all the testimonials such as Mark sheets, Certificates etc., of newly appointed teachers are to be produced in original before Board for verification.

Action may please be taken henceforth in accordance with the aforesaid direction.

Md. H. Hyder (Secretary)
West Bengal Madrasah Education Board

GOVERNMENT OF WEST BENGAL
Education Deparment (Secondary Branch)

No. 693–Edn(S) / 4A – 23/82 pt. Dated, Cal., the 16th July, 84.

From : Sri S. Ghose, Dy. Secy. to the Govt. of W. Bengal

To : The Director of School Education, W. Bengal

Sub : Qualifications for appointment to the post of Asst. Headmaster/Asst. Headmistress in a recognised non-Govt. High School, Madrasahs or Higher Secondary School/Madrasah.

The undersigned is directed to say that according to the existing orders, qualifications prescribed for appointment to the post of Asstt. Headmaster/ Asstt. Headmistress of a Higher Secondary School/Madrasah or a High School/Madrasah are as follows :

"Trained graduates with Hons. degree or with Master's degree plus 3 years' teaching experience in recognised secondary schools."

In terms of this department's memo No. 530 Edn.(S), dt. 2.9.82 read with Memo No. 454 Edn.(S) dt. 25.4.83, a candidate is now required to have 10 years' continuous teaching experience, immediately before appointment, for recruitment to the post of Headmaster/Headmistress of a non-Govt. recognised Secondary School/Madrasah.

The Govt., after careful consideration, has decided that henceforth, other conditions remaining the same, a candidate shall be required to possess five years' continuous teaching experience in recognised Secondary School/Madrasahs or secondary type, immediately before appointment or recruitment, to the post of Asst. Headmaster/Asstt. Headmistress of a recognised Higher Secondary School/Madrasah or a recognised High School/Madrasah.*

All concerned may be informed accordingly.

Sd/- S. Ghosh (Deputy Secretary).

Comment : * After revision of qualifications and experiences, criterian for appointment of Asstt. Headmaster/Asstt. Headmistress stands thus :

(1) *Qualification :* Trained Graduate with Honour's Degree or Master Degree. trained Graduate means B.T./B.Ed. Trainng in Physical Education and Work Education may not be accepted for the purpose since it is not accepted for Headmastership. 'Honour's Degree does not necessarily mean "Special Honours." Only regular Honours degree is treated as Honours by the Ed. dept., (vide circular No. 530-Edn.(S) dt. 2.11.1982 as it is not considered as a relevant qualification for recruitment of any person for the post of the Head of the Institution). Again M.A. degree means at least 40% marks in the M.A. Examination. A 3rd class M.A./M.Sc. with 40% marks is eligible for appointment as Asstt. Headmaster or Asstt. Headmistress. Follow next memo of D.S.E., dt. 29.8.87.

—Editor.

Experiences : Five years in lieu of three years' training experience.

GOVERNMENT OF WEST BENGAL
Directorate of School Education
Grant-in-aid Section
6, Bhabani Datta Lane, Calcutta-73

No. 4G-89/82 Dt. 31st July, 1984

From : The Dy. Director of Secondary Education (G. A.) West Bengal

To : The Dist. Inspector of Schools (S.E.)
Jalpaiguri, Dist. & P.O. Jalpaiguri.

Sub : Clarification regarding appointment of Asstt. Headmaster/Asstt. Headmistress in the recognised non-Govt. Sec. Schools.

Ref : His office No. 687 dt. 19.4.84

In reference to above the undersigned has to state that the post of Asstt. Headmaster is within the sanctioned strength of the teaching staff and as the post is included in different groups of staff pattern, the vacancy of Asstt. Headmaster may be filled in first as the vacancy of Asstt. teacher observing all the formalities as stated in the Directorate No. 1464(16)GA dt. 28.8.81 and the Govt. order No. 454-Edn.(S) dt. 25.4.83.

After filling up the vacancy as asstt. teacher in a particular group as per recruitment of the staff pattern the Managing Committee instead of advertisement may invite application from the duly qualified willing asstt. teachers of the school. But selection is to be made on observance of other formalities as stated in the Directorate's No. 1464(16) GA dt. 28.8.81 and Govt. order No. 454-Edn. dt. 25.4.83.

The upper age limit of first entry into the Service is 35 years and there is no age restriction for the inservice approved secondary school teachers to shift from one school to other provided it is done before the age of superannuation.

Sd/- P. K. Guha
Dy. Director, Sec. Edn. (GA)
West Bengal

GOVERNMENT OF WEST BENGAL
Director of School Education
6, Bhabani Dutta Lane (Top floor), Calcutta-73

No. 2605(16)-Sc/S Dated, Calcutta, the 20th December, 1984

From : The Director of School Education, West Bengal

To : The District Inspector of Schools (S.E.).

The undersigned sends herewith the following decision regarding the approval of appointment of teachers and non-teaching employees in the newly recognised and upgraded secondary schools. Approval of appointments should be followed strictly in adherence to the principles laid down in these rules. In case of any complications or difficulties in dealing with the cases relating to the approval of

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Comment : * Direct appointment to the post of Asstt. Headmaster and Asstt. Headmistress, as it was previously done, is now done away with. See also Govt. memo of the D.S.E. dt. 29.8.87. —Editor.

appointment of organiser teachers, he is requested to refer the matter to this Directorate for a final decision.

It should be remembered that the principles laid down are valid for schools recognised with effect from 1.1.84. Schools which will be recognised with effect from 1985 onwards, current inspection reports will be insisted upon and in no case will claim of teachers not found on inspection be entertained. The special provision made in para 1 (iv) will cater to the cases of schools inspected some time back but recognised with effect from 1.1.84 so that genuine teachers-in-position are not discriminated against. Now all cases relating to the approval of appointment of organiser teachers and non-teaching employees of the newly recognised high and junior high schools should be disposed of as expeditiously as possible.

It is again reiterated that previous orders of the Directorate communicated vide this Directorate Memo No. 1036(16)-Sc/S dated 21.4.82 which was valid for schools recognised with effect from 1.1.82 and 1.1.83 will not apply to schools recognised with effect from 1.1.84 onwards.

Sd/- Illegible

Director of School Education, West Bengal, 27.12.84

Enclosure to 2605(16)-Sc/S dt. 20.12.1984

Approval of Appointment of organiser teachers and non-teaching staff of the newly recognised junior high schools and upgraded Secondary Schools.

(1). Services of the teachers and non-teaching employees of the newly recognised upgraded 4-Class junior high/X-Class high schools and newly recognised junior high schools should be approved as such with effect from the date of recognition/upgradation provided that :

(i) they possess the prescribed minimum educational qualifications as per requirement of the school ;

(ii) they have the prescribed age on the date of appointment in the School;

(iii) they were appointed prior to the date of final inspection of the school, made in connection with its recognition;

(iv) in cases of junior high schools, they were in service of the school on the date of final inspection of the school made in connection with its recognition. Case of the teachers-in-position duly appointed within the admissible strength should be considered provided they were duly appointed by the management of the school, and they rendered a considerable period of service to the school prior to its recognition. If there is any dispute regarding the determination of the actual claims of teachership of the school, the matter should be settled up by a subsequent inspection by the members of the inspecting team. For a final decision in the matter, such cases should be referred to the Directorate. In case of X-Class High Schools the cases of those teachers who were in service on the date of discontinuation of Class IX and/or X but not later than 10.3.79 vide Board's Notificatin issued in this regard from time to time should be considered.

(v) (a) the school applied for recognition/upgradation in the board's

prescribed form along with the prescribed fees;

Or,

(b) the school applied for recognition/upgradation prior to 1974 and was duly inspected by the Education Directorate and the report was considered by the Board but the prayer of the school could not be finally disposed of;

Or,

(c) School was established before 1975 and granted 'Special Permission' by the Board to present candidates at the Madhyamik Pariksha (Secondary Examination).

(2) The appointment of teachers and non-teaching employees of Secondry Schools other than those stated at (v) above, shall be subject to the revised rules for appointment vide Secondary Education Directorate's Memo No. 1464(16)-GA dated 28.8.81.

Sd/- Illegible
Director of School Education, West Bengal

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
Secondary Branch

No. 85(G)–Edn(B) / 5p–4084 Calcutta, the 3rd April, 1985

From : Shri M. M. Sinha Roy,
Deputy Secretary to the Govt. of West Bengal.

To : The Director of School Education, West Bengal

Sub : Retirement age of the non-teaching staff of Non-Government/Sponsored Institutions.

In continuation of the G.O. No. 497 (5)-Edn(B) dated 13.12.83, the undersigned is directed by order of the Governor to say that the Governor is pleased to direct that the non-teaching staff of non-Government sponsored institutions whose age of retirement will be determined on the terms and conditions laid down in the G.O. No. 497(5)-Edn.(B) dated 18.12.83 to come over to the revised scale of pay introduced with effect from 1.4.81 in education Department Memo No. 373-Edn(B) dated 31.7.81, will be allowed to exercise fresh option, if required, within a period of two months from the date of issue of this order.

2. The revised option exercised as per para 1 above shall be final and shall be subject to the condition that overdrawals, if any, shall be recovered in one single instalment.

This order issues with the concurrence of the Finance Department vide their U.O. No. 'B' 639 dated 27.3.85.

All concerned have been informed.

Sd/- M. M. Sinha Roy, (Deputy Secretary)

Memo No. 682(16)G.A. / 3B–82/93 Dated, the 18th April, 1985

Copy forwarded to the Dist. Inspector of Schools (SE)________________

P. O. ________________ Dist. ________________ for information and necessary action. The contents of the G.O. No. 85(6)-Edn(B) dt. 3.4.85 may be communicated to the Heads of all Secondary Institutions in the district. Individual cases which have already been forwarded to his Directorate for decision may be disposed of in terms of the above Govt. Order from his end and henceforth identical cases need not be forwarded to this Directorate.

Sd/- Illegible

Dy. Director of Secondary Education (GA), West Bengal

GOVERNMENT OF WEST BENGAL

Scheduled Castes and Tribes
Welfare Department
Writers' Buildings, Calcutta–700 001.

No: 112(40)–TW/EC Calcutta, the 10th April, 1985.

To : The Director, Secondary Education, West Bengal
6, Bhawani Datta Lane (Top floor), Calcutta–700 073.

Sub : *Procedure for maintenance of 20–Point Roster of vacancies in the matter of appointment of teaching and non-teaching staff in all State aided or State-owned secondary and Higher Secondary Schools coming under the purview of the West Bengal Sch. Castes & Sch. Tribes (Reservation of vacancies in Services and Posts) Act, 1976.**

In this Department's letter No. 615-TW/EC dated the 9th November, 1981, copy of which was endorsed to the Director, Secondary Education, West Bengal and all the District Inspectors of Schools (Secondary Education), West Bengal, the procedure for maintenance of the 20- Point Roster of Vacancies, as prescribed under the West Bengal Scheduled Castes and Scheduled Tribes (Reservation of Vacancies in Services and Posts) Act, 1976 was laid down for the purpose of appointment of teaching and non-teaching staff in the Secondary and Higher Secondary Schools coming under the purview of the aforesaid Act.

Consequent upon the introduction of the ROPA Rules, 1981 with effect from the 1st April 1981, the position has been reviewed further and it is considered necessary to make some changes in the prescribed procedure.

It has accordingly been decided that the various posts in any State-aided or State-owned Secondary/Higher Secondary School should be classified in the following categories in lieu of the classification prescribed earlier in this Department's letter mentioned above:

(i) Headmaster / Headmistress ;
(ii) Assistant Headmaster / Asstt. Headmistress;
(iii) Asstt. Teacher (Post-Graduate) / Hons. graduate / Pass Graduate/ under-graduate);
(iv) Clerical staff (Clerk/ Clerk-cum-Typist / Accountant/ Accountant -cum-Clerk/ Typist etc.) ;
(v) Peon / Durwan / Orderly / Duftry / Night-Guard etc.

This is prescribed in consultation with the Education Department, Government of West Bengal.

Sd/- M. K. Kanjilal
Deputy Secretary

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
Secondary Branch

No. 1531-Edn(S) / 4A–23/82 PT–I   Dated, Calcutta, the 7th October, 1985

From : Shri S. K. Ghosh
Deputy Secretary to the Govt. of West Bengal

To : The Director of School Education, West Bengal

Sub : Recruitment of Asstt. Teachers, Non-Teaching Staff and Headmistress of Non-Government Secondary School upper age limit for —*

The undersigned is directed to say that in terms of G.O. No. 454 Edn.(S) dated 25.4.85 upper age limit for first entry into services of Assistant teachers and non-teaching staff has been fixed at 35 years. The age limit is relaxable upto 40 years for experienced and highly qualified candidates and for candiates belonging to scheduled castes and scheduled tribes, disabled defence personnel and physically handicapped candidates. The question of exempting the in service now teaching staff or recognised Secondary Schools, who are qualified or have improved their qualification and are eligible for appointment to the posts of Assistant Teachers in Secondary Schools, from the purviewed of the said order has been under consideration of the Government for sometime past.

The Government, after careful consideratin, have decided that the upper age-limit fixed in the aforesaid G.O. shall not be applicable to the approved in service, approved non-teaching staf of recognised Secondary Schools, Madrasahs who are qualified or have subsequently improved their qualifications and become eligible for appointment to the posts of assistant teachers in recognised non-Government Seconday Schools provied that there is no posts of Assistant teachers in recognised non-Government Secondary Schools.

Sd/- Illegible
Deputy Secretary

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
Secondary Branch

No. 1735-Edn(S) / 4A–11/82   Dated Calcutta, the 20th December, 1985

From : Shri S. K. Ghosh
Deputy Secretary to the Govt. of West Bengal

Comment : * Follow the Office memo of the Ed. Directorate dt. 29.8.87. —Editor.

To : The Director of School Education, West Bengal
6, Bhawani Dutta Lane, Calcutta-73

Sub : Approval of appointment of under-qualified classical Teacher in Secondary Schools

Ref : D.S.E. W. B's Memo No. 1529-GA dt. 18.8.84 No. 733-GA dt. 26.4.84 and No. 1092-GA dt. 26.6.85.

The undersigned is directed to refer to the Director of School Education, West Bengal's Memos mentioned above and to say that Govt. have no objection to the proposals of the Director of School Education, West Bengal, for according approval as a very special case to the appointment of the Asstt. Teachers as shown in the enclosed list, who were appointed to teach Arabic/Persian in Secondary Schools/Madrasahs against sanctioned posts admissible to Secondary Schools/Madrasahs as per existing staff pattern with effect from 1.11.81 or form the date of recognition of the institution where the teacher is posted, whichever is later, in relaxation of existing orders provided that there is no other qualified classical teacher in the school/madrasahs concerned.

The pay of such techers should be fixed in the revised scale of Rs. 260-7-295-8-311-10-421-12-481-14-537/-.

No such case for approval of under-qualified teachers will be entertained in future.

Sd/- Illegible
Deputy Secretary

GOVERNMENT OF WEST BENGAL
Directorate of School Education
Grant-in-aid Section
6, Bhabani Dutta Lane, Calcutta-73

Dated, 15.2.1986

No. 328/16/GA / 3B–16/80

From : The Director of School Education, West bengal

To : The Dist. Inspector of Schools (S.E.)

Sub : Retention of the posts of teaching and non-teaching staff appointed in the additional posts sanctioned under this office Memo No. 166(4000) G.A. dt. 30.1.80 on completion of two years.

Ref : This office Memo No. 166(4000) G.A. dt. 30.1.84.

In reference to the subject mentioned above the undersigned has to state that the additional posts of teaching and non-teaching staff sanctioned to the High School on a temporary period of two years with effect from 1.2.84 or any subsequent date on which the posts are actually filled up may be retained from his end on substantive basis on completion of two years from the date of appointment provided that the following conditions are fulfilled :

(1) The class units of the Classes V-X of the school justify such retention during the period.

(2) The appointment is free from a litigation.

(3) The case of retention has been referred to his office by the Managing

Committee of the school after being satisfied with the services of the incumbent and there is a resolution of the Managing Committee to that effect.

Sd/- Illegible
for Director of School Education, West Bengal

GOVERNMENT OF WEST BENGAL
Directorate of School Education
Grants-in-aid Section.
6, Bhawani Dutta Lane, Calcutta-73

No. $\frac{\text{814-G.A.}}{\text{4G-1113/81}}$ Dated, the 23rd April, 1986.

From : The Director of School Education, West Bengal

To : The District Inspector of Schools (S.E), Jalpaiguri,

Sub : Permission in respect of departmental candidates to appear before the interveiw for the recruitment of Head Master at School.

Ref : His memo No. 82 dt.10.1.86

With reference to the above the undersigned has to infrom him that duly qualified and eligible candidates of the concerned school may be allowed to appear at the interveiw for recruitment to the post of Asstt.Headmaster/Asstt.Headmistress or Headmaster/Headmistress as the case may be.

Sd/- P.K. Guha.
for Director of School Education, West Bengal

GOVERNMENT OF WEST BENGAL
Education Department
Secondary Branch

No. $\frac{\text{748-Edn(S)}}{\text{7A-29/84}}$ Dated, Calcutta, the 10th June, 1986

From : Shri A. K. Palit
Assistant Secretary to the Govt. of West Bengal.

To : The Director of School Education, West Bengal

Sub : Eligibility of candidate for appointment of teacher for appointment of an assistant teacher under 'Physical Education' and 'Work Education' group.

The undersigned is directed to invite a reference to the School Education Directorate Memo No. 799-GA dated 10.5.84 on the subject mentioned above and to say that candidates having training from* the Bangiya Karma Siksha Mahavidyalaya, Sarisha, 24-Parganas, an unrecognised institution, will not be eligible for appointment to the post of Work Education Teacher.

Sd/- A. K. Palit (Assistant Secretary.)

Comment : * Certificate of W.Ed. Training is invalid. —Editor.

GOVERNMENT OF WEST BENGAL
Education Department
Secondary Branch

No. $\frac{\text{278-Edn(S)}}{\text{4A-23/82 Pt.I}}$ Dated, Calcutta, the 20th August, 1986

From : Shri S. K. Ghosh, Dy. Secy. to the Govt. of West Bengal.

To : The Director of School Education, West Bengal.

Sub : Recruitment of Asstt. Teachers/non-teaching staff and Headmasters/Headmistress of non-Government Secondary Schools — upper age limit for displaced persons.

In continuation of this Deptt. Memo No. 454-Edn(S) dated 25.4.83 the undersigned is directed to say that the upper-age-limit* for first entry into service of Assistant Teachers and non-teaching staff has been prescribed as 35 years. The age-limit is relaxable upto 40 years for experienced and highly qualified candidates and for candidates belonging to scheduled caste and scheduled tribe, disabled defence personnel and physically handicapped candidates. But in terms of Finance Deptt. Memo No. 590-F dt. 12.2.65 the upper-age-limit for recruitment to State Government Service or otherwise has been prescribed as 45 years in the case of displaced persons from East Pakistan who have migrated to India on or after 1.1.1964. The age concessions granted in finance Deptt. Memo No. 590-F dated 12.2.65 have been further extended for the further period upto 31.12.87 in Finance Deptt. Memo No. 4638-F dated 18.5.85.

2. In view of the position stated above, the Govt. have, after careful consideration decided that the upper age-limit for first entry into service of Assistant teachers and non-teaching staff of non-Govt. secondary schools will be 45 years for the following categoreis of persons for a period upto 31.12.87 :

(i) The displaced persons from erstwhile East Pakistan (now Bangladesh) who have migrated to India on or after 1.1.64 but before 23.3.71.

(ii) The repatriates from Burma who have migrated or will be migrating to India on or after 1st June, 1963 and the repatriates from Ceylon (now Sri Lanka) who have migrated or will be migrating to India on or after 1.11.64 under the Indo-Ceylon agreement of October, 1964.

(iii) The repatriates from East African countries of Kenya, Uganda and Tanzania (i.e. formerly Tanganyika and Zangibar), who have migrated to India due to constitutional change in these countries of who is a repatriate of Indian origin from Zambia, Malay, Zaire and Etheopia.

(iv) The repatriates from Vietnams who become Indian Nationals and arrived in India from Vietnam not earlier than July, 1975.

(v) Displaced persons from West Pakistan who migrated to India during the period from 1.1.71 to 31.3.1973.

3. In order to be eligible for the concessions as granted herein the repatriates from Bhutan, Sri Lanka, East African countries, Vietnam, and refugees from East

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Comment : * Upper-age-limit is relaxable upto 45 years in the case of refugees. —Editor.

Pakistan will have to produce satisfactory evidence about their bonafide repatriates from these countries from the District Magistrate of the area in which they may for the time being be resident.

4. In order to qualify for the age concessinos the displaced persons from West Pakistan are required to produce satisfactory evidence of being bonafide displaced persons from eastwhile West Pakistan who have migrated to India on or after 1.1.71 but before 1.4.73. For this purpose, the bonafides of the displaced persons will be certified by the Commandar of the Transit centres or camps Commandar of the Relief Camps in various states or the District Magistrates of the areas where the candidate may, for the time being, be resident, or the Additional District Magistrate-in-Charge of refuges rehabilitation in their respective Districts or the Sub-Division in his charge or the Deputy Refugee Rehabilitation Commissioner.

This order shall take effect from 23.4.83.

This has the concurrence of the Finance Deptt. vide their U.O. No. Group 'P' 2101 dated 13.8.86.

Sd/- Illegible
Deputy Secretary

GOVERNMENT OF WEST BENGAL
Education Department
Secondary Branch

No. 977–Edn.(S) / 4A–23/82 Pt.I   Dated, Calcutta, the 26th August, 1986.

From : Shri S. K. Ghosh
Deputy Secretary to the Govt. of West Bengal

To : The Director of School Education, West Bengal

Sub : Recruitment of Assistant teacher, non-teaching staff and Headmaster/Headmistress of non-Government Secondary Schools — Upper-age limit for physically handicapped candidates.

The undersigned is directed to say that in terms of this department Memo No. 454-Edn.(S) dated 25.4.83 the upper-age limit for first entry into service of Assistant teachers and non-teaching staff has been prescribed as 35 years. The age limit is relaxable upto 40 years for experienced and highly qualified candidates and for candidates belonging to Scheduled Caste and Scheduled Tribe, disabled defence personnel and physically handicapped candidates. But in terms of Finance Department Memo No. 105-17-F dated 2.12.80 the upper-age limit for recruitment to State Government Service and posts whether recruited through the Public Service Commission or otherwise, has been prescribed as 45 years in the case of physically handicapped persons provided they are otherwise suitable.

2. In view of the position state above, the Government have after careful consideration, decided that the upper-age limit for first entry into service of Assistant teachers and non-teaching staff of Non-Government Secondary Schools will be 45 years in the case of physically handicapped persons provided they are otherwise suitable and possess the qualifications and capacity to perform duties

and responsibilities attached to the posts concerned.

3. Grant of the above concessions shall be subject to the following conditions :

(i) The "physically handicapped" as illustrated in item (ii) below should be proved by a medical certificate from Competent Medical Officer as defined in Rule 14 of West Bengal Service Rules Part-I.

(ii) For the purpose of the concessions the term 'Physically handicapped' will include three categories viz., the blind, the deaf and dumb and the orthopaedically handicapped as indicated below :

(a) The blind — The blind are those who suffer from the following conditions :

(i) Total absence of sight.

(ii) Visual acquity not exceeded 3/60 or 10/200 (Snellen) in the better eye with correcting lense.

(b) The deaf and dumb — The deaf are those in whom the sense of hearing is fully non-functional for the ordinary purpose of life. The dumb are those persons suffering from aplasia (complete loss of speech-sense of hearing normal) or whose speech is not clear and/or normal.

(c) The orthopaedically handicapped are those who have physically defects or deformities which cause adequate interference with the normal functioning of bones, muscles and joints.

This order shall be deemed to have come into force with effect from 25.4.83 i.e., the date of issue of order No. 454-Edn(S) dated 25.4.83.

Order issues with the concurrence of the Finance Department vide their U.O. No. Group 'P' 2101 dated 13.8.86.

Sd/- S. K. Ghosh
Deputy Secretary

GOVERNMENT OF WEST BENGAL
Directorate of School Education
6, Bhabani Dutta Lane (Top floor),Calcutta-73.

No. 307-(17)Sc/S Calcutta, the 5th February, 1987

From : The Director of School Education, West Bengal

To : The Distric Inspector of Schools (S.E)____________________

It appears that the West Bengal Board of Secondary Education while issuing permission for establishing new Junior High Schools from 1.1.87 has issued a circular insisting on "particulars of the teachers appointed with the approval of the District Inspector of Schools (S.E.) should be submitted." As the District Inspector of Schools cannot issue approval of appointment of teachers unless the schools are recognised so the matter has been taken up with the West Bengal Board of Secondary Education.

However, it has been decided that schools which have been permitted by the Board to open Class V and VI from 1.1.87 may be given permission to start the selection procedure for the teaching and non-teaching staff of the schools in accordance with the procedure laid down under letter No. 1464(16) G.A., dated

18.8.81. The District Inspector of Schools (S.E.) will issue approval only when the Board finally recognises the schools and Government funds will be released accordingly.

Sd/- Illegible
Director of School Education, West Bengal

GOVERNMENT OF WEST BENGAL
Directorate of School Education
6, Bhabani Dutta Lane (top floor), Calcutta-73

Memo No. 565-Sc/S/Cal. Calcutta, the 3rd March, 1987

From : The Director of School Education,
West Bengal

To : The District Inspector of Schools (S.E.)
Calcutta, 26 & 26/7, Hindusthan Park, Calcutta-29

Sub : Permission to advertise the post for recruitment of Headmaster/Assistant Headmaster/Asstt. Teachers/non-teaching staff of non-Govt. Educational Institutions.

Ref : His No. 719/D dated 9.1.86.

In connection with the subject mentioned above the undersigned has to inform him that as a matter of Govt. Policy the vacancies of teachers and members of non-teaching staff of recognised aided institutions need be filled in by the candidates, sponsored by the Employment Exchange/s concerned and hence if the Selection Committee thinks all the candidates, sponsored by Employment Exchange/s unsuitable for a particular post the school authority/s should be directed to request the concerned Employment Exchange/s to furnish another set of names of candidates having requisite qualifications for the particular post and selection should be made out of the candidates, sponsored by Employment Exchange concerned.

Sd/- J. Dasgupta
for Director of School Education, West Bengal

GOVERNMENT OF WEST BENGAL
Directorate of School Education
6, Bhawni Data Lane, Calcutta- 73

No. $\frac{367-GA}{OM-2/87}$ Calcutta, the 11th march, 1987.

From : The Director of School Education, West Bengal

To : The district Inspector of Schools (S.E), Calcutta.
26 & 26/7, Hindustan Park, Calcutta-29

Sub : Permisssion to advertixe the post for recruitment of Head master/ Asstt headmaster /Asst.Teacher/Non-teaching staff of Non- Govt.Educational Institution.

Ref : His Memo No 71/D dated 9.12.86

In connection with the above noted subject, the undersigned has to inform him that for appointment of Headmaster/Headmistress permission for adverrisement in addition to the names sponsored by the Employement Exchange may be given. Existing qualified teachers of the concerned school may also apply for the post.

For appointment of asst. teacher and non-teaching staff instruction has already been issued vide Directorate's Memo No. 565- Sc/C dated 3.3.87.

Sd/- **J.Dutta**—11.3.87
for Director of School Education
West Bengal

GOVERNMENT OF WEST BENGAL
Scheduled Castes & Tribes Welfare Department
Writer's Buildings.

No. 51-TWM Co. Dated, Calcutta, the 4th April, 1987

From : Shri B. K. Mandal, Deputy Secretary

To : The District Magistrate, Cooch Behar.

Sub : Proposal for conversion of the vacancy reserved for the Scheduled Tribes in favour of Scheduled Castes in the absence of a qualified candidate belonging to Scheduled Tribes.

I am directed to refer to your letter No. G/9234, dt. 29.12.86 on the above subject and to say that your proposal for conversion of a vacancy resrved for Scheduled Tribe into a vacancy reserved for Schedule Caste in the matter of direct recruitment in Schools in the absence of qualified S. T. candidates is not permissible as per provision of the West Bengal Scheduled Castes and Scheduled Tribes (Reservation of vacancies in Services and Posts) Act, 1976.

In case of non-availability of any qualified Scheduled Tribe candidate against a vacancy reserved for the particular community, the vacancy *shall be treated as unreserved and filled-up as such.* Similarly in case of non-availability of a qualified Scheduled Caste candidate against a vacancy reserved for the Scheduled Caste, the vacancy *shall be treated as unreserved and filled up as such.* In respect of both the situations as aforesaid, the reservation shall, however, be carried forward towards the subsequent vacancies that may occur during the "next two years", one after another, for the particular community — i.e., for the Scheduled Castes or Scheduled Tribes as the case may be, till any one of such vacancies can be filled up by a qualified candidate of that particular community. If no qualified candidate of the particular community for whom the reservation is being carried forward, becomes available to fill up the carried forward vacancy within the said period (i.e., "next years"), the reservation shall be treated as lapsed in that particular case. Further, if no vacancy occurs at all during the "next two years" period of carry-forwarded, then also the reservation in that particular case shall be treated as lapsed.

In this context, it may be added that an unreserved vacancy may be filled up by a Scheduled Caste or Scheduled Tribe candidate as well if such a candidate can come out successful by virtue of merit in open competition with others.

Yours faithfully,
Sd/- B. K. Mandal
Deputy Secretary

GOVERNMENT OF WEST BENGAL
Office of District Magistrate
Cooch Behar (Central Department)

To

The Secretary,
Scheduled Castes and Tribes Welfare Deptt.,
Writers' Buildings, Calcutta-1

No. G/9234 Dated, 29.12.1986

Sir,

Problems have arisen to fill-up the reserved vacancy of S. T. candidates in some schools under West Bengal SC/ST (Reservation of Vacancy in services and posts) Act, 1976. In terms of para(v) of the schedule if the S. T. candidates are not available then no gap can be left in roaster and the vacancy should be carried forward for next two years. Difficulties arise about the actual implementation of the same in cases of various Schools for general vacancy being total 10/12. In such cases the purpose of reservation is defeated and unreserved candidates get upper head especially in the district like **Cooch Behar where there are 50/% of S. C. population.**

I would, therefore, like to propose that the S. T. vacancies be converted into S. C. vacancies in the year in which it arose in case S. T. candidates are not available.

An early action is requested.

Sd/- Illegible,
District Magistrate, Cooch Behar.

GOVERNMENT OF WEST BENGAL
Office of the District Inspector of Schools(Sec.Edn).
South 24-Parganas, 60B, Chowringhee Road.
Calcutta-700 020.

No.441/AD/GEN/1000 Dated, Calcutta, the 26th May, 1987.

From : The District Inspector of Schools (S.E), South 24-Parganas.

To : The Headmaster /Headmistress /Secretary /Administrator /Rector/Principal. (High /H.S. /High Madrasahs).

Sub : **Retention of additional Posts of teaching and non-teaching Staff on the Schools.*

With reference to the above noted subject and in terms of Memo No 328(16)-GA dated 15.2.86 and Memo No.101(17)-Sc /H.S.dated 3.9.86 of the Director of School Education, West bengal, the undersigned has to request him to submit the following papers for retention of additional Posts, if any, sanctioned to the School in terms of G.O.No 24-Edn. (HS) dated 21.11.83, G.O No. 63-Edn.(HS) dt.23.3.84 G.O. No. 14-Edn.(HS) dt.29.2.84 and Memo No. 166(4000) GA dt.30.1.84.

(1) Enrolment of papers class-wise and section wise in Classes V to XII of V to X as the case may be for the last 3 years duly verified by an inspecting officer of schools of this district.

(2) Certificate duly signed by him to the effect that the appointment of

incumbent made against the post is free from any litigation .

(3) Attested copy of the resolution of the Managing Committee recommending retention of additional post(s) and proposing for accordance of approval to the appointment of the incumbents against these posts on permanent basis, if it be so desired.

(4) Attested copy/copies of the letter of approval of appointment of the incumbent against the relevant additional post(s).

Sd/- T.Dutta, 25.5.87

District Inspector of Schools, (Sec.Edn), South 24-Parganas

GOVERNMENT OF WEST BENGAL
School Education Directorate
6, Bhabani Dutta Lane (Top Floor), Calcutta-73

No. 954(17)GA Dated, the 5.6.87

From : The Director of School Education,
West Bengal

To : The Dist. Inspector of Schools (SE) ________
P. O. ________ Dist. ________

In continuation to this office memo no. 307(17)Sc/S dated 5.2.87 he is further instructed that he, on being satisfied that the prevailing norms of selection of teachers and non-teaching staff for secondary schools have been strictly followed in preparing the panels by the schools which have received permission to open Classes V and VI with effect from 1.1.87 and submitted panels to him for approval, will inform the schools that panels have been received and are under examination. The school in its turn will communicate this to the West Bengal Board of Secondary Education with a copy of his memo for granting final recognition of the school and he will approve the panel after the receipt of final recognition order from the Board.

Sd/- Illegible

for Director of School Education, West Bengal.

GOVERNMENT OF WEST BENGAL
School Education Directorate
Grant-in-aid Section
6, Bhawani Dutta Lane, Calcutta-73

Memo No. 1066(17)GA Date, Calcutta, the 12th June, 1987

From : The Director of School Education, West Bengal

To : The District Inspector of Schools, S. E. ________
Post ________ Dist. ________

Sub : Formation of Selection Committee for recruitment of teachers and non-teaching staff of the Junior High Schools established from 1.1.87.

In partial modification of Memo No. 1464(16)GA dated 28.8.81 the Selection Committee for recruitment of teaching and non-teaching staff of the Junior High Schools which have been permitted to open Class V and VI with effect from 1.1.87 shall consist of the following members :

1. Dist. Inspector of Schools, S. E., or his nominee.
2. Secretary of the Organising Committee.
3. One nominee of the Panchayet Samity in the rural areas/one nominee of the Municipality in the urban areas.
4. Headmaster/Headmistress of a neighbouring recognised High/Higher Secondary School.
5. An external expert as laid down in the memo No. 1464(16) dated 28.8.81.

Any one of the above members other than the external expert will act as the President of the Committee to be selected by the members.

All concerned be informed.

Sd/- Illegible
for Director of School Education, West Bengal.

GOVERNMENT OF WEST BENGAL
Scheduled Castes & Tribes Welfare Department
Writers' Building.

No: 157(42) – TW/EC / MR – 22/84 Calcutta, the 19th June, 1987.

Sub : Procedure for maintenance of 20-point roster of vacancies in the matter of appointment of teaching and non-teaching staff in all state-aided and state-owned secondary and Higher Secondary Schools coming under the purview of the West Bengal Sch. Castes & Sch. Tribes (Reservation of Vacancies in Services and Posts) Act, 1976.

In this Department's Memo No.112(40)-TW/EC dated 10.4.85, certain procedures were prescribed in the matter of maintenance of the 20-point roster of vacancies. The matter has since been reviewed in consultation with the Education Deptt. of this Govt. and as an outcome of the said review the procedures are further clarified as noted hereunder :-

(a) Maintenance of roster for the post of Asst. Teacher.

It was laid down in Memo No.112(40)-TW/EC dated 10.4.85, that the posts of Asstt. Teacher with varying academic qualifications should be grouped together under one category for the purpose of maintenance of the 20-point roster. It is now further clarified that this procedure should take effect from the date of issue of Memo, in question i.e. from 10.4.85 onwards. In cases, however, where this procedure of maintaining one single roster against the posts of Asstt. Teacher with different academic qualifications has all along been followed since 15.8.76(i.e. the date from which the State Act on reservation of vacancies for Sch. Castes and Sch. Tribe came into force), the position should be left undistrubed.

(b) Maintenance of roster for appointment in additional posts of teaching and non-teaching staff.

At present, all appointments are initially made on temporary basis and not on

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Comment : Office memo of the Directorate of School Education No. Nil dt. 28.8.87 tends to show that the contents of the above circular have been incorporated in the circular. —Editor.

substantive basis, irrespective of the consideration whether the vacancy available is a temporary one or a permanent one. As such, vacancies against both permanent and temporary posts of any particular category should be put under one roster while making appointments against such vacancies.

(c) **Maintenance of roster for appointment to the posts of Librarian, Lady Escort and Marton.**

The post of Librarian is neither a clerical post nor a teaching post. Therefore, it should constitue a separate category all by itself and the 20-point roster should be maintained separately for making appoinment to this post alone.

The posts of Lady Escort, Matron and otehr like posts of Group D category should be put under one Common Roster meant for all Group D employees like Peon/Durwan/Duftry/Night Guard/Durwan- cum-Night guard/Orderly/Jamadar etc.

(d) **Maintenance of roster of vacancies of short duration.**

In filling up vacancies of short duration (i.e. leave-vacancy, deputation-vacancy, etc.) under any particular category of post, the 20-point roster should be maintained separately for such type of vacancies alone. Under no circumstances, such short-term vacancies under any category of post should be put in the same roster as it meant for making appointment on regular temporary basis against regular temporary or permanent vacancies of the same category of post. This procedure, if not already followed earlier, should be followed immediately with effect from the date of issue of the instant Memo.

Deputy Secretary.

GOVERNMENT OF WEST BENGAL
Education Department
Secondary Branch

No. 915-Edn.(S) / 4A-23/82Pt.I — Dated, Calcutta, the 25th August, 1987.

From : Shri S.K.Ghosh,
Deputy Secretary to the Government of West Bengal

To : The Director of School Education, West Bengal.

Sub : Recruitment of Assistant Teachers, non-teaching staff and Headmaster /Headmistress of non-Govt. Secondary Schools -Upper age limit for.

In continuation of G.O.No. 1531-Edn(S) dt.7.10.85, the undersigned is directed to say that the Government, after careful consideration, have decided that the upper age limit fixed in the G.O. No. 454-Edn(S) dt.25.4.83 shall not also be applicable to the approved non-teaching staff of recognised Secondary Schools/Madrasahs who are qualified or have subsequently improved their qualification and have become eligible for appointment to the Higher posts of non-teaching staff in the recognised non-Govt.Secondary Schools/Madrasahs provided that there is no break-in-service before their appointment to the higher posts of Non-teaching staff in recognised non-Government Secondary Schools /Madrasahs

Deputy Secretary.

GOVERNMENT OF WEST BENGAL

Directorate of School Education. 6, Bhabani Dutta Lane, Calcutta-73

OFFICE MEMORANDUM

In exercise of the power conferred on the Director of School Education, West Bengal, by clauses (i) and (ii) of Sub-Rule (1) and by Clause (i) of Sub-Rule 28 of the Rules for Management of Recognised non-Government Institutions (Aided and Unaided) 1969 (Education Department Notification No. 1598-Edn(S) dated the 15.7.1969) as amended from time to time by the Education Department, the following directions are issued for compliance by recognised non-Govt. Secondary Schools including Madrasahs of Secondary type in connection with recruitment of teachers and non-teaching employees. This order cancels all other previous orders of this Directorate regarding procedures for recruitments of teaching and non-teaching staff of the non-Govt. Secondary Schools as stated above.*

PROCEDURE FOR RECRUITMENT OF TEACHING AND NON-TEACHING STAFF OF NON-GOVT. RECOGNISED SECONDARY SCHOOLS INCLUDING HEADMASTER/HEADMISTRESS/ASSISTANT HEADMASTER/ASSISTANT HEADMISTRESS.

DIRECTIONS

1. An appointment of teachers and non-teaching employees in a non-Govt. recognised secondary school will be made with prior permission of the Dist. Inspector of Schools (S. E.) of the respective district only against sanctioned posts, provided the school has no surplus teacher or non-teaching employee as the case may be in its staff.

2. The prior permission as mentioned above will not be necessary in case of an appointment against a deputation vacancy and against a leave vacancy. In case of an appoinment against a leave vacancy. In case of an appointment against a deputation vacancy or against a leave vacancy for a period of six months and above names of candidates should be received by advertisement in state level daily newspaper and by hanging notice in the notice-board in the office of the Zilla Parishad and concerned Panchayat Samity or in case of Municipality in the notice board of concerned Municipality instead of Panchayat Samity Office.

In case of a leave vacancy for less than six months advertisement may be made in the local newspaper and notice should be hung up in the notice board of Panchayat Samity/Municipality.

While for an appointment against a deputation vacancy or a leave vacancy prior permission of the District Inspector of Schools will not be requried, the panel prepared for such appointment is to be got approved by the Dist. Inspector of Schools (S. E.) before appointment.*

Comment : * Memos Nos. 1464(16)G.A. dt. 24.8.81 & No. 1066(16)G.A. 16.6.81 thus stand invalid and ineffective. Recruitment rules in the cases of leave and deputation vacancies have been relaxed.

* The previous rules regarding appointment of teachers in deputation vacancies have been relaxed.

*2.(a) The managing committee of a school, wherein appointment of a teacher or a non-teaching employed against a permanent vacancy in a sanctioned post is to be made, shall first enquire of the D. I. of Schools (S. E.), if there is any approved surplus staff to be absorbed in recognised schools or any dependent member of a distressed family of an approved staff of any non-government recognised secondary school, who died in harness after 1.4.81. If the D. I. of Schools (S. E.) has such candidates(s) in his register, he shall send the name(s) to the school concerned within a fortnight for appointment in the vacant post(s), if otherwise found suitable. If however, the managing committee (finds any difficulties) to appoint such person(s) for absorption, they will intimate the D. I. of Schools (S. E.) within 15 days of the receipt of the names, stating specific reasons for their decisions in writing to the D. I. of Schools (S. E.) seeking his approval of the action of the managing committee. The D. I. of Schools (S. E.) will convey his decision in the matter within a month and his decision shall be final.

Such candidates shall be interviewed by the selection committee to be constituted for the purpose as prescribed in para 4 below and their assessments to be made on the procedure as laid down in para 7 below.

Note 1 : "Dependent of a distressed family of a member of an approved staff, who died in harness" means wife, husband, sons or unmarried daughters and in that order. No choice of family will be entertained to change the said order. And "distressed family" mean a family in which there is no earning memebr. Only one such dependent can be appointed from each such family. D. I. of Schools (SE) will maintain a register wherein the name(s) of such dependent(s) after being fully satisfied regarding their claims, will be entered.

(b) If names of the candidates referred in para '2(a)' above are not furnished by the D. I. of Schools (S. E.) within fifteen days from the date of receipt of the intimation given by the managing committee, the school will request the Employment Exchange Authority by registered post to furnish names of the candidates specifying the time limit within which the names are expected to be submitted by the Employment Exchange and also mentioning qualification, academic and professional, required for particular post. The names of the candidates should be obtained from the local/national Employment Exchange(s).

Permission for advertisement in the State level Daily Newspaper in case of staff other than the Headmaster/Headmistress/Assistant Headmaster/Assistant Headmistress will be given by the District Inspector of Schools after the receipt of a non-availability certificate from the Employment Exchange(s).

In case of appointment of Headmaster/Headmistress/Assistant Headmaster/Assistant Headmistress the school will advertise the post in the State level

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Comment : * 2(a) In case of recruiting teaching staff for regular appointments the stages of preference have to be followed, 1st, 2nd and 3rd stage.

"Died in harness" means if any staff died in course of service in the school.

* Formerly the post of the Head of the Institutions was required to be advertised in the Daily newspaper. The Asstt. H.M. was to be recruited from the existing qualified staff. But in the present circular, advertisement in the Daily News paper as well as requisition to Employment Exchange has been advocated. Of course the approved existing staff have been allowed to apply. —Editor.

Daily Newspaper and simultaneously request Employment Exchange to furnish names within a specified period.

The existing approved teachers may apply for appointment to any post in-response to the advertisement or register their names with the Employment Exchange for such appointment with the consent of their authority.

[The existing qualified and approved non-teaching staff of Secondary School may also apply for any post in the Institution wherein he/she serves as an approved non-teaching staff.

All such cases may be considered along with other candidates sponsored by Employment Exchange and/or received through open advertisment.]

A record of receipt of all applications/names from the Employment Exchange or through advertisement or otherwise should be preserved and shall remain open to inspection by the D. I. of Schools (SE) or any officers authorised by him.

3. (a) The upper age limit for entry into the service for a teacher or a non-teaching staff should be 35 years. The age limit is relaxable upto 40 years, for an experienced and highly qualifed candidate, by the Director of School Education. For Headmaster/Headmistress/ Assistant Headmaster/Assistant Headmistress and in service teachers the upper age limit is relaxable upto the date of Superannuation. The upper age limit is relaxable upto 5 years for a candidate belonging to Scheduled Caste or Scheduled Tribe, disabled defence personnel and upto 45 years for physically handicapped candidates and displaced persons vide G. O. No. 977-Edn(S) dated 26.8.86 & 978-Edn(S) dated 20.8.86. Upper age limit* for te post of Assistant Teacher is also relaxable for in service qualified clerks/Class-IV staff and Primary School Techers vide G.O. No. 1531-Edn(S) dated 7.10.85.

(b) Inteview letter should be sent to the candidates under Registered Post and record thereof should be maintained.

4. There shall be a Selection Committee for each recognised non-Govt. Secondary School and for each appointment to hold interview for selection of teachers or non-teaching employees, to be appointed by the Managing Committee.

(a) The Selection Committee for the existing recognised non-Govt. Secondary Schools shall consist of the following memebers :

(i) Headmaster/Headmistress of the school.

(ii) Secretary of the Managing Committee of the School or Administrator.

(iii) One teacher to be elected by the members of teaching staff of the school in a meeting convened for the purpose by the Head of the institution.

(iv) One nominee of the Panchayet Samity in the rural areas. In the areas other than those under the Panchayet Samity, one member of he Managing Committee other than the representative of the teaching and non-teaching staff to be selected by the Managing Committee.

Comment : * Upper Age limit — Restriction has been imposed for the new entrants. No age bar has been imposed in the case of inservice teaching and non-teaching staff. Even an existing staff can apply for the cost of HM/AHM if he/she is within 60 years of age, i.e., before superannuation. —Editor.

(v) An external expert in the subject concerned to be selected by the Managing Committee. Lecturer/Professor of recognised college/university, in relevant subject and senior subject teacher of a recognised High/Higher Secondary School having at least 10 years teaching experience and with Hons. and/or Master Degree may be selected as external expert.

(b) The Selection Committee for the newly organised schools which has received recognition from the West Bengal Board or Secondary Education, subject to the condition that all teachers and non-teaching employees will be appointed as per procedure laid down by the Director of School Education shall consist of the following :

(i) District Inspector of Schools (SE) or his nominee.

(ii) Secretary of the Organising Committee. (Organising Committee means — Committee formed by the sponsoring authority an approved by the West Bengal Board of Secondary Education).

(iii) One nominee of the Panchayet Samity in the rural areas/one nominee of the Municipality Notified Authority in the urban areas.

(iv) Headmaster/Headmistress of a neighbouring recognised High/Higher Secondary School to be selected by the Organising Committee.

(v) An external expert as laid down in the para 4(a) above to be selected by the Organising Committee.

4. (c) In case of a school having properly constituted Managing Committee, the Managing Committee shall appoint a President of the Selection Committee from among the members of the Selection Committee other than the external report. While in case of a school under the Management of an administrator or a Selection Committee constituted under provision of para 4(b) above any one of the members other than the external expert will act as the President of the Selection Committee, to be selected by the members. The president shall not have any casting vote.

(i) In case of selection Headmaster/Headmistress position at (I) of para 4(a) above will be filled up by the outgoing Headmaster/Headmistress otherwise the position will remain vacant. Teacher-in-charge or officiating Headmaster shall not be included in the Selection Committee.

(ii) In case of selection of Headmaster/Headmistress/Assistant Headmistress an external expert will mean principal of a Degree College, in-cahrge of a College having requisite qualification/Principal of a Teachers' Training College/Headmaster/Headmistress of a recognised High or Higher Secondary School having at least 10 years experience as Head of the institution within the same administrative sub-division/Principal of a Govt. Polytechnic.

(iii) For selection of Physical Education teacher external expert will be Lecturer of Physical Education Training College, Qualfied approved Assistant Teacher of Physical Education with at least five years teaching experience as approved teacher of a Government/Govt. sponsored/Non-Govt. recognised Secondary School.

(iv) For teacher in Work Education expert will be Lecturer of a P.G.B.T. College/B.T. College/Lecturer of University having Work Education subject/qualified approved Asstt. teacher of Work Education with at least five years teaching experience as approved teacher of a Govt./Non-Govt./Govt. sponsored recognised secondary school.

(v) For Librarian the external expert will be Librarian of a Govt./Govt. sponsored/Library/College/University with B.Lib. Diploma.

None of the aforesaid member who is related to any of the candidates to be interviewed for selection shall be included in the Selection Committee and a certificate to the effect be submitted to the District Inspector of Schools (SE) with the papers to be submitted to him for approval of panel. If the Headmaster/Headmistress happens to be related to any of the candidates, he should be replaced by the Asstt. Headmaster or Senior-most Asstt. Teacher who is not related to anybody. If the Secretary happens to be related to any candidate, he should be replaced by the President of the Managing Committee. If the Administrator happens to be related to any candidate he should be replaced by the nominee of the Dist. Inspector of Schools (SE). If Headmaster/Headmistress and Secretary happens to be the same person, President of the Committee shall be included as member of the Committee. The external expert should also be chosen from amongst the person not related to any one of the candidates.

5. (a) The Selection Committee after holding interview of the candidates shall prepare a panel of those candidates eligible for appointment in order of merit. However, for the posts reserved for S.C. or S.T. or for subject like Physics, Chemistry or English three candidates may not be found suitable for preparing the panel of three candidates eligible for appointment. In such case the panel may be composed of less than three candidates.

(b) For selection and preparation of panel of candidates the Selection Committee shall assess only qualifications of the candidates which are relevant to the post(s) and award marks to each candidate in the manner given in the chart below. Marks will also be awarded for experiences, extra-curricular activities and performances in the interview in the manner prescribed in the chart below and submit the same to the Managing Committee of the school with their definite recommendations.

(c) The panel will be framed with average of marks awarded by the members of the Selection Committee. If any member of the Selectin Committee wants to keep his opinion reserved the average will be calculated on the basis of marks awarded by other members.

(d) The Managing Committee after due consideration shall forward the panel so prepared by the Selection Committee with all relevant papers* to the Dist. Inspector of Schools (SE) for approval and authorise the Secretary or Adminsitrator to issue letter of appointment in order of the position in the panel after receiving the panel duly approved by the D.I. of Schools (SE). The D.I. of Schools (SE) will convey his decision ordinarily within a fortnight from the date of receipt of the panel.

The panel will remain valid for one year with effect from the date of approval of the D.I. of Schools (SE) despite any of the empanelled candidate either does not join or leave the post after serving a short period. Such candidates who do not join within three months from receipt of appointment letter will be removed from the panel.

Comment : *Relevant papers are those as indicated in the previous circular of the D.I. of Schools (SE), 24 Parganas in this chapter. —Editor

6. MODE OF SELECTION

(a) ***Preliminary Screening :***

When total number of applications received for one particular post is more than ten, a list of ten candidates to be interviewed, will be prepared after preliminary screening of all applications. This list will be prepared on the basis of merit and assessment will be made awarding marks on the results of different examinations he/she passed as given in the chart below. This preliminary** screening will be done by a team consisting of the Secretary, Headmaster/Headmistress and the Teacher member of the staff elected in the Selection Committee in case of school having properly constituted Managing Committee/Ad-hoc Committee of consisting of the Adminisitrator, Headmaster/Headmistress and the teacher member of the staff elected in the Selection Committee where the school is under the Administrator. In case a selection to be made by a Selection Committee constituted as under para 4(b) above the team as mentioned above will be constituted with the Secondary, Organising Committee. One member of the Organising Committee and one Headmaster of the neighbouring High/Higher Secondary School both selected by the organising Committee.

A record of preliminary screening should also be preserved and shall remain open to inspection by District Inspector of Schools (SE) or any officer authorised by him.

7. Any candidate having any grievance about the Selection may appeal to D.I. of Schools (SE) whose decision shall be final in the matter.

8. Chart showing the allotment of marks for recruitment of Headmaster/Headmistress/Asstt. Headmaster/Asstt. Headmistress and Asstt. teachers.

(1) **Matriculation/S.F./ Madhyamik or its equivalent**		**Old Intermediate/PU/HS (XII)**	
1st Div. (70% and above)	10	(70% and above)	10
1st Div. (Below 70%)	9	(Below 70%)	
2nd Div. (50% and above)	7	(50% and above)	7
2nd Div. (Below 50%)	6	(Below 50%)	6
3rd Div.	4		4
Comp/P.	3		3
M.S. (Old XI)			
1st Div. (70% and above)	20		
1st Div. (Below 70%)	18		
2nd Div. (50% and above)	14		

Comment : ** Screening Committee is a separate Committee consisting of three members only.—Editor

	2nd Div. (Below 50%)	12		
	3rd Div.	8		
	Comp/Sup/P	6		
(2)	**Degree (Hons)**		**Pass (Old) Course**	
	1st Class (70% and above)	20	50% and above	12
	1st Class (Below 70%)	18	Above 40% but below 50%	11
	2nd Class (50% and above)	16	Below 40%	10
	2nd Class (Below 50%)	14		
	Spl. Hons. & 9 months proficiency course	13		
(3)	**Post Graduate**		**B.Ed/B.T./PGBT/BGBT Diploma/Certificate in Lib. Sc. etc.**	
	1st Class	15	1st Class	10
	2nd Class (50% & above)	12	2nd Class (50% & above)	8
	2nd Class (40% & above)	11	Below 50%	7
	or			
	3rd Class	10	P. Div.	6

For posts requiring Graduate degree marks of Hons./Post-graduate degree should not be taken into consideration.

(4) **Experience** (teaching in recognised educational Institutions) 5

Secondary : for the candidates for the Post of Asstt. teacher and Asstt. Headmaster/Asstt. Headmistress one mark to be awarded for two complete years of approved service as Asstt. teacher not exceeding 5 marks. For the candidates for post of Headmaster/Headmistress one mark to be awarded for two complete years of approved service as Headmaster/Headmistress not exceeding 5 marks and one mark to be awarded for two complete years of approved service as Asstt. Headmaster/Asstt. Headmistress not exceeding 3 marks.

(5) **Extra-Curricular activities —**

(Drama, Dance, Music, Sports, Needlework, First Aid from St. John Ambulance, Redcross Society, Bratachari, Recitation, Debate, Social Service. Non-formal Education/Adult Education, Marks should be awarded against Certificate issued by institution/organisation) recognised by the State Govt. for the said purpose.

(6) **Interview** — — 15
*(a) Demonstration lession — 8
**(b) Oral Test on Content — 7

9. (a) Recruitment of Clerk/Class-IV Staff. External expert shall be Headmaster/Headmistress of a recognised High/Higher Secondary School including Government Schools.

(b) Minimum qualification for Clerk is S.F./H.S. or minimum qualification for Class IV Staff is Class VIII pass or its equivalent.

(c) Chart showing allotment of marks for recruitment of Clerk :

	Total Marks :		— 50
I.	1st Division	— 15	
	2nd Division	— 10	
	3rd Division	— 6	
	Comp./P.	— 4	
II.	Higher qualification (B.A./B.Sc./B.Com./M.A./M.Sc./ M. Com.)		— 5
III.	Other qualification		— 10
	Knowledge of Type-writing tested through a test	— 5	
IV.	Hand-writing	— 5	
V.	Viva Voce (Test written or Viva)		— 5
	(General knowledge)	— 5	
VI.	Experience (One mark for 2 complete years of experience in recognised Edu. Institution not exceeding 5)	— 5	

(d) Chart showing allotment of marks for Recruitment of Class IV staff :

	Total Marks :		— 25
I.	**Viva Voce**(Reading 5, Writing 5, Genl. Knowledge 5)	— 15	

Comment : * (i) Are all the members of the Selection committee competent to assess the merit of the Demonstration lesson?

** (ii) Are the members of the Selection Committee other than expert Competent to test the merit of the contents of the concerned subject or subjects ?

Here remains the doubt of proper justice to a competent candidate. —Editor.

II. **Extra-Curricular activities** (Sports & Games and other activities including cycling). Marks to be awarded on the basis of certificate from the recognised institution organisations).	—	5
III. **Experience** (5 Marks should be awarded on the basis of certificate from recognised institution, One mark for two complete years of experience not exceeding 5).	—	5

10. **Recruitment of Librarian**

Marks for academic qualification will be same as allotted for recruitment of teachers.

11. The reservations rules for Scheduled Castes and Scheduled Tribes in terms of Act of 1976 should be strictly adhered to.*
12. The appointment letter should be sent through Registered Post. While giving appointment to a teacher of another school the Managing Committee should see that the teacher has duly been released by the Managing Committee of the school where he was serving.
13. In regard to the interpretation and/or explanation of any term and/or expression opinion of the Director of School Education is final.

Sd/- Illegible
29.8.87
Director of School Education, West Bengal.

GOVERNMENT OF WEST BENGAL
Education Department
Primary Branch

No. 457-Edn.(P) / 4A-50/83 Dated, Calcutta,the 12th October, 1987.

From : Shri A.K.Chakraborty,
Deputy Secretary to the Govt. of West Bengal

To : The Directore of School Education, West Bengal,
(Primary unit). New Secretariat Buildings, Calcutta.

Sub : Appointment of wards of teachers and non-teaching employees of recognised non-government primary/Junior High/Secondary/Higher Secondary Schools, etc. on compassionate ground.

It has been stipulated in the Government Order No. 1008(P) dated the 14.9.77 read with Government Order No.101-Edn(P) dated 28.2.80 that if a primary school teacher dies in harness, a ward of the teacher concerned may be given appointment as a primary school teacher on compassionate ground provided that the ward possesses the requisite qualification for such appointment. But the ambit of the aforesaid Government orders is so restricted that the ward of a primary school teacher who dies in harness cannot be appointed a teacher or a non-teaching

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Comment : *'Prima Feci' claim of the wards of Primary and Secondary Teachers died in harness for employment in educational institution has bveen upheld here. —Editor

employee on compassionate ground in a Junior High /Secondary /Higher Secondary School even if he /she possesses the requisite qualifications for such appointment. Moreover, there is no Govt. Order as such for providing employment to the ward of a Junior High /Secondary /Higher Secondary School teacher or of a non-teaching employee attached to a Junior /Secondary /Higher Secondary School who dies in harness, although there is scope for providing such appointment in terms of the Memo No. 1464 (16)-G.A dated 28.8.81 issued by the Director of School Education, West Bengal. But in no case the ward of a Junior High/ Secondary/Higher Secondary School teacher or of a non-teaching employee attached to any of such institutions can be appointed a primary school teacher even if he/she possesses the requisite qualification for such appointment . Therefore, the question of expansion of the scope of employment on compassionate ground of the wards of the teachers/ non-teaching employees working in recognised non-Government Primary/Junior High/ Secondary/Higher Secondary Schools and other educational institutions under the Directorate of School Education has been engaging the attention of the State Government in the Education Department for some time past.

2. The undersigned is now directed, by order of the Governor, to say that the Governor has been pleased to order, in supersession of all previous orders in this regard that the appointment on Compassionate Ground of the wards of teachers and non-teaching employees of all recognised non-Government educational institution under the Directorate of School Education who dies in harness be brought under a single umbrella and be given employment from the date of issue of this order in the manner prescribed below :

(i) If a Primary school teacher dies in harness, the ward of the teacher concerned should be considered for employment in the first instance in any primary school in the district in which the deceased teacher last served. Similarly if a teacher or a non-teaching employee of a Junior High /Secondary /Higher Secondary School or other educational institutions under the Directorate of School Education dies in harness, the ward of the teacher or of the non-teaching employee concerned should be considered for employment in the first instance in any Junior High/Secondary / Higher Secondary School etc. in the District in which the deceased teacher or the deceased non-teaching employee last served.

(ii) If the ward of a primary school teacher who dies in harness does not possess the requisite qualification for appointment as a primary school teacher, or if the ward of a primary school teacher who dies in harness possesss the requisite qualification for appointment as a teacher in a Junior High /Secondary/Higher Secondary School etc. and opts for being appointed as such, the name of the ward in either case, should be forwarded by the concerned District Inspector of Schools (P.E) /District School Board, as the case may be, to the District Inspector of schools (Secondary Education) concerned for providing him/her with employment on compassionate ground commensurate with his/her qualification and in that case the name should be placed just below the last name in the roster maintained for such cases by the District Inspector of Schools(S.E.). Simmilarly, if the ward of a Junior High/ Secondary /Higher Secondary School teacher or of a teacher of such other educa-

tional institutions under the School Education Directorate or a non-teaching employee attached to a Junior High/Secondary /Higher Secondary School or other educational institutions under the Directorate of School education who dies in harness does not possess the requisite qualification for appointment as a teacher in any of the said institution ; but possesses the qualification for appointment as a primary school teacher and opts for being appointed as such the name of the ward should be forwarded by the District Inspector of School (S.E.) concerned to the concerned District Inspector of Schools (P.E.) /District School Board, as the case may be, for providing him/her with employment on compassionate ground and in that case the name should be placed just below the last name in the roster maintained for such cases by the District Inspector of Schools (Primary Education)/District School Board concerned.

3. Each District Inspector of Schools (Primary Education)/District School Board shall maintain a roster showing the names of wards of the Junior High/Secondary/Higher Secondary School teachers and of the non-teaching employees attached to the Junior High /Secondary/Higher Secondary Schools etc, who die in harness.

4. The claim for employment on compassionate ground of the wards of Primary/Junior High/Secondary/Higher Secondary School Teachers and that of the wards of the non-teaching employees attached to such educational institutions as aforesaid shall be restricted to 10% of the total vacancies occuring in a particular year in a district as of the exempted category.

5. The term "Ward" shall mean a son/a dependant daughter/the widow /the husband of the deceased teacher or of the deceased non-teaching employee. The ward shall apply for appointment on compassionate ground to the authority concerned immediately after the death of the teacher or of the non-teaching employee concerned.

6. The appointing authority after satisfying itself that the ward fulfils all the prescribed conditions and also that the family is in distress and in immediate need of assistance may issue necessary appointment orders only with the prior approval of the Director of School Education, West Bengal.

7. In all cases where it is proposed to relax the conditions mentioned in paras five and six above the appointing authority shall refer the matter to the Government in the Education Department through the Director of School Education, West Bengal and the final decision in the matter will rest with the Government.

8. All concerned may be informed accordingly.

Sd/- A.C.Chakraborty
Deputy Secretary.

GOVERNMENT OF WEST BENGAL
Directorate of School Education
6, Bhawani Datta Lane, (Top floor), Calcutta-73.

No. 1802-(17) Sc/G Dated, Calcutta, the 16th November,1987

From : The Director of School of Education, West Bengal

To : The District Inspector of Schools (SE).........

Sub : Permission for appearing before Selection Committee for interview.

Ref : This Directorate circular No. 1664 (17)-Sc/G dated 17/10/87 and No.1779(17)-Sc/G dated 13/11/87.

The two circulars referred to above are cancelled. It is clarified that those who claim to have been teachers in newly recognised Jr. High Schools before recognition and could not be considered as organising staff can appear before the Selection Committee only if approved by the Employment Exchanges.

This clarification should be brought to the notice of the school authority at once.

Director of School Education, West Bengal

GOVERNMENT OF WEST BENGAL
Education Department
Secondary Branch

No. $\frac{\text{1224-Edn.(S)}}{\text{4A-53/87}}$ Dated, Calcutta, the $\frac{5th}{9}$ December, 1987.

From : Shri S. S. Chatterjee, I.A.S.,
Secretary to the Govt. of West Bengal.

To : The Director of School Education, West Bengal.

Sub : *Appointment of organiser teachers and non-teaching staff in secondary schools recognised by the West Bengal Board of Secondary Education & Madrasah.**

The undersigned is directed to say that the State Government have received various enquiries regarding the conditions for being accepted as "Organiser Teachers and Non-teaching Staff" in recognised Secondary schools and the following are being laid down for strict compliance. It may be noted that these conditions are already in force and are being reiterated in view of the numerous enquiries.

The West Bengal Board of Secondary Education is authorised to grant recognition to secondary schools, on the recommendation of the State Govt. under the West Bengal Board of Secondary Education Act, 1963 as amended from time to time. The said Board used to receive formal applications for recognition upto 1975 and had also a prescribed fee of Rs.25/- for such applications towards the last few years till 1975. The practice of receiving applications by the Board was discontinued since 1975 as a huge number of such applications were pending. Since then the said Board has not formally received any further applications and are examining the applications already pending with them on recommendation of the State Govt. The State Govt. on the other hand, had sometimes recommended recognition of certain schools as per provisions contained with the said Act to the Board in the interest of providing adequate educational institutions in certain areas. Such recommendations of the State Govt. for recognition of secondary schools which had not applied to the Board in the process stated above were on the specific condition with all teaching and non-teaching staff of such schools shall have to be recruited in direct persuance of the employment policy of the State Govt. and in

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Comment : * Organiser Teaches who were omitted from the list of selection by the D.I. of Schools (S.E.) may enrole their names with the Employment Exchange first for the purpose.

**Schools willing to get recognitions of the Board for upgradation as a High School or for recognition of 2 class / 4 class Junior High School would be required to follow the instruction laid down in the above circular. — Editor

accordance of the procedure laid down by the Director of School Education, West Bengal which was also reiterated by under Govt. Order No. 1125 (450)-Edn.(S) dated 30.12.81. In this connection the instructions of the State Government laid down under memo no. 1355-Edn.(S) dated 11.12.86 and 55 3-Edn(S) dated 26.4.78 should also be referred to. In the later Govt. order the State Govt. clearly laid down that no new school should be started without prior permission from the State Govt. and /or the said Board.

Under these circumstances the following principles are reierated for strict adherence in the matter of granting approval to the appointment of teaching and non-teaching staff in a non-Govt. aided secondary school recognised by the West Bengal Board of Secondary Education on being granted such recognition : (1) the existing teaching and non-teaching staff of a unrecognised Junior High School which applied to the said Board before 1975 in due process may be approved for appointment as organiser teacher or non-teaching staff upon the school being recognised by the said Board provided (a) such teaching or non-teaching staff has the required educational and age qualifications at the time of appointment, (b) they were present and were recommended to be so present during the authorised inspection based on which such institution was granted recognition by the said Board and (c) that there will be only six teachers in a 4 Class Jr.High School including one with academic qualifications to teach Bio + Science and another to teach Pure Science. It should be noted that if such qualified teaching staff was not available during the said inspection these 1/2 posts will remain vacant for being appointed through the normal process.
(2) The qualified staff of a recognised Jr.High School which was granted special permission by the said Board to send up candidates for the Madhyamik / School Final Examinations may also be provided for appointment as organiser teacher or non-teaching staff consequent upon the schools being upgraded to a High School provided that (a) the names of such teachers or non-teaching staff were recorded in the inspection report leading to such recognition,(b) such teaching or non-teaching staff possess prescribed qualification for the posts including academic and age qualification at the time of initial appointment, (c) such staff were appointed by the said school on or before 10.3.79 and (d) that such staff teaching and non-teaching conform to the staff pattern of a high school as laid down in G.O No.772-Edn.(S) dated 8.7.74.
*(3) It is once again pointed out that there will be no organiser teacher or non-teaching staff for a school, although recognised by the said Board, but not having furnished application to the said Board in due process before 1975. All teaching and non-teaching staff of such schools will be appointed in accordance with the employment policy of the State Govt. and procedure laid down by the Director of School Education, West Bengal in this regard.

It is also laid down that similar principles will be applicable for recruitment of teaching and non-teaching staff for Junior and High Madrasahs in West Bengal *mutatis mutandis*.

Comment : *Conditions for approval of appointment of Organiser teachers will have to be followed. 'Organiser teachers' mean those qualified teachers who were on the teaching staff upto 1975.—Editor

(4) Regarding the approval of appointment of non-teaching staff all conditions stated above should be applied excepting that there would be no teaching staff for a 2-Class Junior High School, 1 Clerk and 1 Class IV non-teaching staff for a 4-Class Junior High School and 1 Clerk and 2 Class IV for a X Class High School.

(5) Regarding teaching staff, there will be 3 teaching staff for 2 Class Junior High Schools and additional 3 for 4-Class Junior High School. A further addition of 3 teachers for a high school upto Class IX and another additional 3 teachers for a high school upto Class X provided of course all other conditions stated above are complied with .

Sd/- S.S. Chatterjee, Secretary
Education (School) Deptt., West Bengal

GOVERNMENT OF WEST BENGAL
Education Department
Secondary Branch.

No . $\frac{65-\text{Edn.(S)}}{5P-19/87}$ Dated Calcutta, the $\frac{16th}{27}$ January, 1988.

From : Shri S.K.Ghosh
Deputy Secretary to the Govt. of West Bengal.

To : The Director of School Education, West Bengal .

Sub : *Appointment of teachers and non-teaching employees in secondary schools in place of persons dismissed or suspended without observance of relevant rules.*

The undersigned is directed to say that it has come to the notice of the Govt. that authorities of added schools often suspend or dismiss teaching and non-teaching employees without observing the provisions of Management of Recognised Non-Govt. Institutions (Aided and Unaided) Rules, 1969 and fill up the resultant vacancies by new appointments. The victimised employees very often prefer appear to the Appeal Committee of the West Bengal Board of Secondary Education or to the Court of Law against, the decision of the Managing Committee or the Administrator of the schools. In most of the cases, the authorities of the schools do not even appear before the Appeal Committee or the Court of Law when asked to do so. The Appeal Committee or the Court of land as the case may be, pass orders (some times ex-parte orders cancelling suspension orders or for re-instatement of the victimised employees with effect from the date on which they were suspended or dismissed. This results in huge financial liability on the, part of the State Government.

The matter has carefully been examined and it has been decided by the Govt. that henceforth no appointment against a vacancy caused by suspension or dismissal of an employee shall be approved by the Director of School Education, West Bengal or by an officer authorised by, has until the Director of School Education, West Bengal or the officer so authorised is fully satisfied that the suspension or the dismissal has been made with due observance of the rule reffered to above and

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Comment : Without previous permission of D.I. of School (SE), no teachig and non-teaching staff in the so-called vacancies caused by suspension of dismissal. —Editor

that the period for prefering appeal has been barred by limitation or that the appeal prefered by the aggrived staff has been finally disposed of.

Necessary instruction may please be issued to all concerned accordingly.

Sd/- Illegible
Deputy Secretary

GOVERNMENT OF WEST BENGAL
Education Department
Secondary Branch

No. $\frac{82-\text{Edn.(S)}}{4\text{A}-17/82}$ Dated Calcutta, the $\frac{21\text{st}}{2/2}$ January, 1988.

From : Shri S. K. Ghosh,
Deputy Secretary to the Govt. of West Bengal

To : The Director of School Education, West Bengal

Sub : *Appointment of emigrants from Bangladesh as Asstt. teacher in Secondary schools in West Bengal.*

The undersigned is directed to say that in terms of G.O. No. 439- Edn.(S) dt. 3.8.82, appointment of any candidate possessing educational qualifications from any of the educational institution of Bangladesh for which examinations were held after 16.3.71 and who does not possess Indian Passport and Visa from Bangladash in E or F forms should not be approved by the District Inspector of Schools concerned.

Now the position has been reviewed by the Govt. and it has been decided that henceforth the following steps should be taken before approving the appointment of emigrants from Bangladesh as Assistant teacher in Secondary schools in West Bengal :

1. Certificates from any educational institutions of Bangladesh obtained upto 16.3.71 should be got verified through the Ministry of External Affairs, Govt. of India the concerned University of Bangladesh. If the certificates are found genuine and if the candidate possesses valid Indian Citizenship Certificates, appointment of Bangladesh emigrant as Assistant teacher may be approved by the Director of School Education, West Bengal.

2. In case an applicant has obtained higher academic qualifications from any recognised University in India on the basis of lower academic qualifications from Bangladesh, the latter qualifications from Bangladesh need not be verified.

The matter is extremely urgent. This may be communicated to all concerned.

Sd/- illegible
Deputy Secretary

GOVERNMENT OF WEST BENGAL
Education Department. ***Secondary Branch***

No. $\frac{107-\text{Edn.(S)}}{7\text{A}-5/87}$ Dated Calcutta, the 29th January, 1988.

From : Shri S.K. Ghosh (Deputy Secretary to the Govt. of West Bengal.)

Comment : Managing Committees are hereby worked against the decision of appointing any Bangladesh citizen who migrated to India after 16.3.71 in any vacancy. —Editor

To : The Director of School Education, West Bengal.

Sub : *Appointment of wards of teachers and non-teaching employees of recognised non-Govt. Primary/Junior High/Secondary/Higher Secondary Schools etc. on compassionate ground.**

In continuation of Government Order No. 457–Edn(1) dated 12.10.87 on the subject mentioned above the undersigned is directed by order of the Governor to say that the Governor has been pleased to order that the upper age-limit for first entry into service in Non-Government Secondary Schools line in terms of G.O. No 454-Edn (S) dated 25.4.83 may be relaxed by ten years in the cases of appointment of the wards of deceased teachers and non-teaching employees (who die in harness) of the Primary/Junior High/ Secondary /Higher Secondary schools on compassionate ground under G.O. No 457-Edn(1) dated 12.10.87.

However in exceptional circumstances, further relaxation of this upper age limit may be made with prior approval from the Government in terms of the existing provisions in G.O. No 454-Edn. (S) dated 25.4.83.

All concerned may be informed accordingly.

Sd/ Illegible
Deputy Secretary

GOVERNMENT OF WEST BENGAL
Education Department
Secondary Branch

No. 488–Edn.(S) / 44–17/82 Dated Calcutta, the 21st April,1988

From : Shri S. K. Ghosh
Deputy Secretary to the Govt. of West Bengal

To : The Director of School Education, West Bengal

Sub : *Appointment of emigrants from Bangladesh as Assistant Teacher in Secondary Schools.*

Ref : G.O No 82-Edn(S) dated 21.1.88.

The undersigned is directed to refer to the School Education Directorate letter No. 675-G.A. dated 22.3.88. on the subject mentioned above and to say that training qualification such as P.G.B.T., B.T./B.Ed. D.P.Ed. etc. from any recognised Indian Institution shall not be treated as higher academic qualifications for the purpose of G.O. No. 82–Edn.(S) dated 21.1.88. As such, the Graduate/Post Graduate degree obtained from any University of Bangladesh after 16.2.71 will have to be verified before considering appointment of any such candidate as an Assistant Teacher in Secondary School in this State.

Sd/-Illegible
Deputy Secretary.

Comment : *Relaxation of upper age limit of any legal nominee fo a school staff dying inharness by 10 years or more is now admissible. —Editor

GOVERNMENT OF WEST BENGAL
Education Department
Secondary Branch

No. 593 – Edn.(S) / 4A – 20/87 Dated Calcutta, the 28th May 1988.

From : Shri S. K. Ghosh,
Deputy Secretary to the Govt. of West Bengal

To : The Director of School Education, West Bengal.

Sub : *Recognition of one Year Degree /Diploma in Physical Education from Amaravati /Nagpur University for the purpose of recruitment to the posts of Asstt. Teacher in Physical Education of recognised Secondary School in the State.*

Ref : Director of School Education's Letters No. 1240-(Phy.Edn.) and No.1242 (Phy.Edn) dated 28.3.88.

The undersigned is directed to say that the question of recognition of One Year Degree /Diploma in Physical Education awarded by the Amaravati /Nagpur University for the purpose of recruitment to the posts of Assistant Teacher in Physical Education in Secondary Schools in this State has been under the consideration of Government for sometime.

It has been reported that the minimum qualifications for admission to this Degree /Diploma Course in Physical Education is a Degree in Arts /Science /Commerce of any recognised University and this Degree /Diploma in Physical Education is also recognised by the University Grants Commission.

In the circumstances, the State Government have decided that the candidates having One Year Degree /Diploma in Physical Education awarded by the Amaravati /Nagpur University, after graduation, will be eligible for appointment as Assistant Teachers in Physical Education in the recognised Secondary Schools in this State in the prescribed Scale of Pay of Rs. 440-1170/-, provided other conditions for such appointment are fulfilled.

Necessary Instruction may please be issued to all concerned .

Sd/- S. K. Ghosh,
Deputy Secretary.

GOVERNMENT OF WEST BENGAL
Education Department
Secondary Branch

No. 1224 – Edn (s) / 4A – 53/87 Dated Calcutta, the 5th December, 1987.

From : Shri N. K. S. Jhala, IAS
Secretary to the Govt. of West Bengal

To : The Director of School Education, West Bengal.

Sub : *Appointment of Organised Teachers and Non-Teaching staff in Secondary Schools recognised by the West Bengal Board of Secondary Education and in High/Junior Madrasahs recognised by the West Bengal Board of Madrasah Education.*

The undersigned is directed to say that State Government have received various queries regarding the conditions for being accepted as "Organiser Teachers and Non-Teaching Staff" in recognised Non-Govt. Secondary institutions and the following guidelines are being laid down for strict compliance. It may be noted

that these conditions are already in force and are being reiterated in view of the numerous enquiries.

The West Bengal Board of Secondary Education is authorised to grant recognition to Secondary Schools on the recommendation of the State Govt. under the West Bengal Board of Secondary Education Act 1963, as amended from time to time. The said Board used to receive formal applications for recognition up to 1975, with a prescribed fee Rs.25/- per application. The practice of receiving application by the Board was discontinued since 1975, as a huge number of such applications were pending then. Since then such pending applications are being examined and are recommended by the State Government to the Board for recognition. In G.O. No. 553-Edn(S) dt. 26.4.78 the State Government already laid down that no new schools shall be started without prior permission of the State Govt. or the Board. The State Government, however, recommends from time to time certain schools in the interest of providing adequate educational institution in certain areas according to local need. Such recommendations of the Government for recognition of Secondary Schools are on the specific condition that there will be no organiser teacher or non-teaching staff of such schools and that all teaching and non-teaching staff of such schools shall have to be recruited direct in pursuance of the employment policy of the State Government and in accordance with the procedure laid down by the Director of School Education. West Bengal. This was also reiterated under Government Circular No. 1123 (450) Edn(s) dt. 30.12.81. In this connection the instruction of the State Govt. contained in this Deptt. letter No. 1355-Edn(s) dt. 12.12.86 addressed to the Board should also be referred to.

Under the circumstances, the following principles are reiterated for strict adherence in the matter of granting approval to the appointment of teaching and non-teaching staff in Non-Government aided Secondary Schools recognised by the West Bengal Board of Secondary Education on being granted such recognition :

1. The qualified staff of a recognised Jr. High School which applied to the Board before 1975, whether it received special permission to send up candidates at the Madhyamik/School Final Examination by the Board or not, may also be considered for according approval as organising teaching or non-teaching staff consequent upon the school being up-graded to a High School provided that :

(a) the names of such teachers or non-teaching staff were recorded in the Inspection Report leading to such recognition.

(b) such teaching and non-teaching staff possesed prescribed minimum qualification for the posts including academic and age qualification at the time of initial appointment:

(c) that such teaching staff conform to the staff pattern prevailing at the time of initial appointment.

2. While considering cases of approval of organiser teachers of such schools as had applied to the West Bengal Board of Secondary Education before 1975 and subsequently recognised/up-graded with effect from 1.1.86 and 1.1.87, a one time special relaxation of the provisions specified above may, however, be made, both in case of Jr. High and High Schools to the extent that for a 2-Class Jr. High School, there will be 3 teachers and for a 4-Class Jr. High School, out of 6 teachers, at least one should be Science Teacher and for a High School, out of 12 teachers, at least two should be Science Teachers (one for Pure Science and another for Bio-Science) and such one-time relaxation cannot be cited as a precedent in any other case, provided that the conditions laid down in sub-clause(a), (b), (c) of clause (1), are fulfilled.

3. Regarding the approval of appointment of non-teching staff all conditions stated above should be applied excepting that there would be no non-teaching staff for a 2-Class Jr. High School, 1 clerk and 1 class IV staff for a 4-Class Jr. High School and 1 clerk and 2 class IV staff for a X class High School, provided that the conditions laid down in sub clause (a), (b), (c) of clause (1), are fulfilled.

Similar principles will be applicable for recruitment of teaching and non-teaching staff for Jr. High and High Madrasahs in West Bengal recognised by the West Bengal Board of Madsrasah Education, mutatis mutandis.

Sd/- Illegible
Secretary, (School Education), West Bengal.

GOVERNMENT OF WEST BENGAL
Education Department
Secondary Branch

No. $\frac{577-\text{Edn (S)}}{60-18/87}$ Dated, Calcutta, the 20th May, 1988.

From : Sri S. K. Ghosh
Deputy Secretary to the Government of West Bengal.

To : The Director of School Education, West Bengal
6 Bhawani Dutta Lane, Calcutta-700073.

Sub : Diploma in teachers' Training awarded by the Board for Part-time Evening Teachers' Training Course.

Ref : D.S.E., W.B's Memo No. 2080 G.A. dated 28.10.87.

The undersigned is directed to say that the Teachers' Training Diplomas awarded by the Board for Part-time Evening Teachers' Course, constituted in terms of G.O. No. 869-Edn (C.S) dated 11.6.74, cannot be treated as equivalent to a B.T./B.Ed. Degree for the purpose of appointment of Assistant Headmaster/ Assistant Headmistress or Headmaster/Headmistress in Secondary Schools.

All concerned may please be informed accordingly.

Sd/- S. K. Ghosh
Deputy Secretary

GOVERNMENT OF WEST BENGAL
Education Department
Secondary Branch

No. $\frac{593-\text{Edn (S)}}{4A-20/87}$ Dated Calcutta, the 24th May, 1988

From : Shri S. K. Ghosh,
Deputy Secretary to the Government of West Bengal.

To : The Director of School Education, West Bengal.

Sub : Recognition of One year Degree/Diploma in Physical Education from Amaravati/Nagpur University for the purpose of recruitment to the posts of Asstt. Teacher in Physical Education of recognised Secondary School in the State.

Ref : Director of School Education's letters No. 1240-(Phy.Edn.) and No. 1242(Phy.Edn.) dated 28.3.88.

The undersigned is directed to say that the question of recognition of One year Degree/Diploma in Physical Education awarded by the Amaravati/Nagpur University for the purpose of recruitment to the posts of Assistant Teacher in Physical

Education in Secondary Schools in this State has been under the consideration of Government for sometime.

It has been reported that the minimum qualification for admission to this Degree/Diploma Course in Physical Education is a Degree in Arts/Science/Commerce of any recognised University and this Degree/Diploma in Physical Education is also recognised by the University Grants Commission.

In the circumstances, the State Government have decided that the candidates having One year Degree/Diploma in Physical Education awarded by the Amaravati/Nagpur University, after graduation, will be eligible for appointment as Assistant Teachers in Physical Education in the recognised Secondary Schools in this State in the prescribed Scale of pay of Rs.440-1170/-, provided other conditions for such appointment are fulfilled.

Necessary instructions may please be issued to all concerned.

Sd/- S. K. Ghosh.
Deputy Secretary.

GOVERNMENT OF WEST BENGAL
Directorate of School Education
6, Bhabani Dutta Lane, Calcutta 7000-73.

Office Memorandum

In partical modification of this Directorate's Circular No. 1828(17)GA dated 31.8.88 regarding the procedure for recruitment of teaching and non-teaching staff of non-Govt. recognised secondary schools including Headmaster/Headmistress/Asstt. Headmistress, the following addition and alterations are made which should be strictly followed and complied with henceworth.

Modification of this Directorate's
Circular No. 1828(17)GA dt. 31.8.87.

1. Replace "six months and above" in para 2 of the circular by 'for period not exceeding one year' and add after "send the names" in 2(a) not exceeding three.

2. After note 1 insert "certificate regarding the financial condition of the family is to be obtained, in case or rural area from the Sabhapathi Panchayat Samity, in case of urban area from the Chairman of the Municipality and in case of Notified area from the Chairman of the said authority".

D.I. of Schools (S.E) will also maintain register of approved surplus staff of the school and forward names not exceeding three to the school whenever vacancy occurs in permanent and/or additional post and school will select one after interview of the candidates sponsored by the D.I. of Schools (S.E) by Selection Committee constituted for the purpose as laid down in para 4 below and assessment is to be made as laid down in para 7 below.

Names from the died-in-harness category and approved surplus staff may not be forwarded to the school simulteneously.

3. After "names of the candidates should be obtained from the local/national Employment Exchange(s) in 2 (b) insert "copy of the prior permission issued to a school should be sent by the D.I. of Schools (SE) concerned to the Employment Exchange for information and with the request to send a copy of the list of candidates sponsored by the Employment Exchange(s) to the D.I. of School (SE) concerned" and after "non-availability certificate from the Employment Exchange in 2 (b) add "in service

staff of the school may apply in response to the advertisement through proper channel but the application should be countersigned by the D.I. of Schools(SE) or A.I. of Schools (SE) of the Sub-Division. Only registered unemployed persons should be allowed to apply in response to the advertisement and should mention in the application the Registration No. of the Employment Exchange with other requisite particulars of the post.

After"existing qualified and approved non-teaching staff of the Secondary Schools.....Non-teaching staff" in 2(b) add "provided he/she possesses requisits academic qualification for the post".

4. After "upper age limit for entry.....35 years in 3(a) insert" on the date of notification of the vacancy to the Employment Exchange(s)" by the school/date of advertisement of the post as the case may be.

Replace 3 (b) "interview letters should be sent to the candidates through Registered post-card or Registered Inland letter and records thereof should be maintained".

5. After Headmaster/Headmistress in 4(a) (i) add "Teacher-in- Charge". In place of "one teacher to be elected by the members of the teaching staff" insert "one subject teacher to be elected by the members of the approved teaching staff".

In place of "and or senior subject teacher.....as external expert in 4(a) (v) insert "or subject teacher of a recognised High/Higher Secondary School with Masters Degree with post graduate Training and having at least 10 years teaching experience may be selected as external expert". After " to issue letter of" in Sl. No; 5(1) add "intimation for" and after the position in the panel" add "through registered post card first".

6. The Selection Committee of a newly recognised school which has received recognition from the West Bengal Board of Secondary "in 4(b) be substituted as "the Selection Committee of the Schools permitted to be established by the West Bengal Board of Secondary Education with effect from 1.1.86 and onwards".

After "urban area in 4(b) (III) add "to be initiated by the Organising Committee."

In 4(c) (I) after "administrative sub-division" add "if available. If not, from outside the Sub-division but within the district may be selected".

Substitute 4(c)(v) as "for selection of Librarian the external expert will be a Librarian of a Government/Govt. Sponsored/Govt. Recognised College/University/Public/Department/Special Library including teacher of Library and Information Science having degree or diploma in Library Science from the University.

In place of "Short Period" in 5 (c) insert "within the life time of the panel".

7. After "when a total number of applications received is more than ten..... of all application in 6 (a) insert "In case of candidates sponsored by the Employment Exchange (s) all the candidates may be invited for the interview without screening" and replace "teacher member of the member of the staff elected" by "Teachers representative in the Selection Committee" in the same para......

8. Chart of the allotment of marks in 8 is amended as below :

Matriculation/SF/ Madhyamik of its Equivalent.	Old Intermediate/ PU/HS (XII)	H.S. (Old XI)
Ist Division— 10	1st Division—10	1st Division—20
2nd Division—7	2nd Division—7	2nd Division—14
3rd Division —4	3rd/P. Division—4	3rd/P. Division—8
Compartmental/—3 Supplementary	Compartmental/—3 Supplementary	Compartmental/—6 Supplementary

Degree (Hons.)	Degree(Pass)
1st Class—20	
2nd Class— 16 (50% and above)	60% and above—12
3rd Class— 14 (40% and above)	50% and above—10
Sp.Hons.etc. 13 (40% above)	40% and above— 8
3rd Class—10	Below 40% — 6

Post Graduate	B.Ed./B.T./P.G.B.T/ P.G.P.T/Dip/Certificate in Library Science etc.
1 Class— 15	1st Class— 10
2nd class— 12 (50% above)	2nd Class— 8
2nd Class— 10 (40% above	P.Division— 6
3rd Class— 8 (40% above)	

For posts requiring Graduate degree insert "pass" before 'Degree'.

After 8(IV) the following notes should be added.

Notes: Maximum marks for the experience for appointment of Assistant. Headmaster/Asstt. Headmistress, Asstt. teacher-5.
and maximum marks for the appointment of Headmaster/Headmistress-13
In extra curricular activities in 8 (V) and the following N.C.C./Girls' Guide/Boys' Scouts.

Note: One mark for each item should be awarded on the basis of Certificate/Diploma issued by the Government/Semi-Govt./Govt. Sponsored Organisation having authority of issuing such certificate or Diploma on the basis of proficience/competition/performace in State Level/National Level.

After Demonstration lesson in 8(VI) (a) add " in class room situation but for recruitment of a Headmaster/Headmistress Librarian no demonstration lesson is required and as such maximum marks for interview will be 15".

3. In 9(b) add "or its equivalent" after H.S. chart showing the allotment of marks for the recruitment of clerk in 8(c) is modified as follows:

1. **Total Marks — 45**
   1st Division— 15
   2nd Division— 10

3rd Division— 6

Compartmental/Pass— 4

II. Higher Qualification B.A./B.Sc./B.Com. —5

III. Knowledge of type writing tested through test. —5

IV. Viva-Voce/Written test —5

V. Experience :
(One mark for two completed years of approved service in recognised educational institution) —5

VI. Co-curricular activities as mentioned in case of teaching staff —5

VII. Hand writing —5

Sd/- Illegible
Director of School Education
West Bengal.

Memo No.2226(17)GA Dated 1.9.1988.

Copy forwarded to the Dist. Inspector of Schools (SE) Calcutta, 26 & 26/7 Hindusthan Park, Calcutta-700 029 for information and necessasry action. He/she is requested to ensure that the modifications are strictly complied with by the school authorities concerned in regard to the recruitments of the teaching and non-teaching staff of their schools.

All concerned should be informed accordingly.

These modifications will take effect from the date of issue of this memo.

Sd/- Illegible
for Director of School Education,
West Bengal.

GOVERNMENT OF WEST BENGAL
Directorate of School Education
Grant-In-Aid Section

6,Bhabani Dutta Lane, Calcutta-700 073

Memo No.2279/1GA Dated, 8.9.1988.

From : The Director of School Education, West Bengal.

To : The Secretary to the Govt. of West Bengal, Education Department (School Education),
Writer's Buildings, Calcutta-700 001.

Sub : Approval of appointment of Origaniser Teaching & non-teaching staff of newly recognised High Madrasahs.

Sir,

I have to address Government on the subject indicated above and to state that in the G.O. No. 1142-Edn(s), dated 7.11.87 read with 1224-Edn (s), dated 5/9.12.87 rules regarding approval of appointment of organiser teaching and non-teaching staff have been laid down. It has also been provided in the aforesaid G.O. that similar principles will be applicable for recruitment of teaching and non-teaching staff for Jr. and High Madrasahs in West Bengal mutatis mutandis. But, in case of some High Madrasahs in the Murshidabad district, West Bengal Madrasah Education Board already accorded approval to the organiser teaching and non-teaching

staff in violation of the provision regarding approval of appointment of organiser teacher and non-teaching staff newly recognised High Madrasahs as laid down in the G.O. No 1224-Edn(s), dated 5/9.12.87 read with G.O. No. 1142-Edn(s), dated 7.12.87 on the ground District Inspector of Schools (SE). Murshidabad has held up release of Grants-in-aid on account of salary of such teaching and non-teaching staff of High Madrasahs in that District and has approached this Directorate for necessary orders on the matter. As the West Bengal Madrasahs Education Board has accorded approval to the appointment of organiser teachers and non-teaching staff of High Madrasahs in violation of the provision contained in the G.O. No. 1224-Edn(s), dated 5/9.12.87, the case is being referred to Government for a decision. In this connection, a copy of this Directorate letter No. 1265-GA, dated 24.5.88 addressed to the Secretary, Madrasahs Education Board, alongwith the reply of the Secretary of the aforesaid Board in terms of his letter No. 518 dated 4.8.88, is enclosed hereto for favour of information of Government.

In the circumstances stated above, Government may now be pleased to issue necessary orders as to whether grants-in-aid may be released tothe High Madrasahs on account of their organiser teaching and non-teaching staff whose appointments were approved by the West Bengal Madrasah Education Board in contravention of the principles provided in the G.O. No. 1224-Edn(s), dated 5/9.12.87 read with G.O. No. 1142-Edn(s) dated 7.11.87.

An early action for the matter is requested.

Sd/- J. Dutta,
for Director of School Education, W.B.

GOVERNMENT OF WEST BENGAL
DIRECTORATE OF SCHOOL EDUCATION
Grant-in-aid Section
6,Bhawani Dutta Lane, Calcutta-700 073.

Memo No.2974(17)GA dated, Calcutta, the 8th December, 1988.

From : The Director of School Education, West Bengal.

To : The District Inspector of Schools(SE), Howrah.

Sub : Retention of the post of teaching and non-teaching staff appointed in the additional posts sanctioned by this Directorate on completion of two years.

In continuation of this Office Memo No. 328(16)-GA dated 15.2.86 in reference to the subject mentioned above, the undersigned has to state that the additional posts of teaching and non-teaching staff sanctioned for the High Schools upto 1987 on a temporary period of two years with effect from the date of sanctioning of the posts or from any subsequent date of actually filling up of the posts may be retained from his/her and on substantive basis on completion of two years from the date of appointment provided the following conditions are fulfilled :

1. The class units of the classes V-X of the school justify such retention during the period.
2. The appointment is free from any litigation.
3. The case of retention has been referred to his office by the Managing Committee of the school after being satisfied with the service of the incumbent and there is a resolution of the Managing Committee to that effect.

The cases which have been forwarded to this Directorate for taking necessary action and decision are yet to reach this office, may be disposed of in the same manner, only the case which have not filfilled the conditions as laid down in the

sanctioning memos of the additional posts due to some legal complications, shortfall of enrolments or otherwise may be forwarded to this Directorate for final disposal.

Sd/- J. Datta
for Director of School Education, West Bengal.

GOVERNMENT OF WEST BENGAL
Education Department
Secondary Branch

No. 585-Edn(S) / 4A-23/82 pt. Dated, Calcutta, the 27th July, 1989.

From : Shri H.P. Mukhopadhyaya, I.A.S,
Joint Secretary to the Govt. of West Bengal.

To : The Director of School Education,
West Bengal.

Sub : Qualifications for appointment to the post of Headmaster/Headmistress in a recognised Non-Govt. Jr. High School.

The undersigned is directed to say that, under existing orders, the minimum qualification for appointment as Headmaster/Headmistress of a Non-Government. Jr. High School is "Trained Graduate with 3 years' teaching experience". This was fixed when all Assistant Teachers of Jr. High Schools were entitled to only Graduate scale of pay, irrespective of their qualifications. In terms of G.O. No. 372-Edn(B) dt. 31.7.81, the Assistant Teacher of a Non-Govt. Jr. High School is now entitled to revised pay scales, according to his/her qualification, from 1.4.81 or any subsequent date.

The Govt. have, therefore, decided that the minimum academic qualification for appointment as the Headmaster/Headmistress of a Non-Govt. Jr. High School should, hence-forth, be regular Hons. or any Master's Degree in any academic subject in the Language, Science or Social Science Group and this subject may or may not be relevant to the subject usually taught in a Jr. High School.

The minimum teaching experience required for recruitment to the post of Headmaster/Headmistress of a High School has already been raised from 5 years to 10 years and for the post of Asstt. Headmaster/Headmistress from 3 years to 5 years.

Government have decided that, henceforth, 5 years' continuous teaching experience in Secondary Schools shall be an essential qualification for recruitment to the post of a Headmaster/Headmistress in a non-Govt. Jr. High School.

All concerned may be informed accordingly.

Sd/- H.P. Mukhopadhyay
Joint Secretary.

GOVERMENT OF WEST BENGAL
Education Department
Secondary Branch

No. 586Edn(S) / 4A-23/82 pt. Dated,Calcutta, the 27th July, 1989

From : Shri H.P. Mukhopadhyay, I.A.S.,
Joint Secretary to the Govt. of West Bengal.

To : The Director of School Education, West Bengal.

Sub : Recruitment to the post of Headmaster/Headmistress of a recognised

Non-Govt. High/Higher Secondary School,

The undersigned is directed to say that, under existing orders, the minimum academic qualification for recruitment to the post of Headmaster/Headmistress in a recognised Non-Govt. High/Higher Secondary School is that they should be trained Graduates with regular Hons. Degree or with Master's Degree, who has secured not less than 40% marks in M.A/M.Sc/M.Com. But it has not been specified whether M.A/M.Sc./M.Com. degree should necessarily be of two years' duration. Some Universities treat M.A. of one year duration at par with M.A. of two year duration and accordingly by obtaining M.Ed. or M.A. Degree of one year duration, some candidates got their appointment as Headmaster in non-Govt. High/Higher Secondary Schools. Govt. have considered the matter & it has been decided that such appointments, as have already been made, be approved as fair-accompli.

Government, have, however, decided that, for the purpose of recruitment to the post of Headmaster/Headmistress of High/Higher Secondary School, 'Master's degree' means such degree obtained on completion of a course of at least 2 years' duration. This strictly should be followed till henceforth.

A question has been raised if the Headmaster of a Jr. High School, not having the prescribed minimum qualification for appointment as a Headmaster/Headmistress of a High/Higher Secondary School, is allowed to continue as Teacher-in Charge on up-gradation of the said Jr. High School to a High School and if such Teacher-in-Charge subsequently acquires the required qualification (Hons./Master's Degree), then from which date he/she will be entitled to the pay scale of the Headmaster of a High School whether from the date of publication of the result of the Examination causing the entitlement or from the date of completion of the examination. It is hereby clarified that in such a case, the relevant pay scale should be allowed from the date next to the completion of his/her Examination-both theoretical and practical.

All concerned may be informed accordingly.

Sd/- H.P. Mukhopadhyay
Joint Secretary.

GOVERNMENT OF WEST BENGAL
Directorate of School Education
6, Bhawani Dutta Lane, Calcutta-700 073.

OFFICE MEMORANDUM

In exercise of the power conferred on the Director of School Education, West Bengal, by clause (i) and (ii) of Sub-Rule (1) and by Clauses (i) of Sub-Rule 28 of the Rules for Management of Recognised non-Govt. Institutions (Aided and Unaided) 1969 (Education Department Notification No. 1598-Edn(S) dated the 15.7.1969) as amended from time to time by the Education Department, the following directions are issued for compliance by recognised non-Govt. Secondary Schools including Madrasahs of Secondary type in connection with recruitment of teachers and non-teaching employees. This order cancels all other previous order and subsequent modifications of this Directorate regarding procedures for recruitments of teaching and non-teaching staff of the non-Govt. Secondary Schools as stated above.

Precedure for recruitment of teaching and non-teaching staff including Headmaster/Headmistress/Assistant Headmaster/ Assistant Headmistress of non-Government recognised Secondary Schools.

Directions.

1. Appointment of teachers and non-teaching employees including Headmaster/Head-

mistress/Assistant Headmaster/Assistant Headmistress in non-Government recognised Secondary Schools will be made only with the prior permission of the District Inspector of Schools (SE) of the respective district against sanctioned posts provided the school has no surplus teacher or non-teaching employee as the case may be on its staff.

2. Prior permission as mentioned above will not be necessary in case of an appointment against a deputation vacancy or against a leave vacancy provided the period of deputation/leave is not more than 3 months. In case of an appointment against a deputation vacancy or aganist a leave vacancy for a period not exceeding one year but exceeding six months names of candidates should be received by advertisement in state level dialy newspaper and by hanging notice in the notice board in the office of the Zilla Parishad and concerned Panchayet Samity or in case of Municipality in the notice board of concerned Municipality instead of Panchayet Samity Office. But the panel in all cases is to be got approved by the District Inspector of Schools(S.E) before such appointment.

In case of a leave vacancy for less than six months advertisement may be made in the local newspaper and notice should be hung up in the notice-board of Panchayet Samity/Minicipality.

2. (a) The Managing Committee of a school wherein appointment of a teacher or a non-teaching employee against a permanent vacancy in a sanctioned post is to be made, shall enquire of the District Inspector of Schools(SE) if there is any approved surplus staff to be absorbed in recognised schools or any dependent member of a distressed family of an approved staff of any non-Government recognised secondary school, who died-in-harness after 1.4.81. If District Inspector of Schools (S.E) has such candidate(s) in his Register, he shall send the names of eligible candidates not exceeding three to the school concerned within a fortnight for appointment in the vacant post(s), if otherwise found suitable. If, however, the Managing Committee finds any difficulty to appoint such-person (s) they will intimate the District Inspector of Schools (S.E) within 15 days of the receipt of the names, stating specific difficulties in writing alongwith the copy of Managing Committee resolution to that effect to the Dist. Inspector of Schools (SE) seeking his approval for the action of the Managing Committee. The Dist. Inspector of Schools(SE) will convey his decision in the matter within a month and his decision shall be final.

Such candidates shall be interviewed by the Selection Committee to be constituted for the purpose as prescribed in para 4 below and their assessments shall have to be made on the procedure as laid down in para 7 below.

"Dependent of a distressed family of a member of an approved staff who died-in-harness" means wife, husband, sons or unmarried daughters and in that order. No choice of the family will be entertained to change the said order. In exceptional cases order may be changed with the prior permission of the Director of School Education. Dist. Inspector of Schools (SE) will maintain a Register wherein the name(s) of such dependent(s) after being fully satisfied regarding their claims, will be entered and names should be sponsored according to their seniority in the list.

Note 1: Certificate regarding the financial condition of the family is to be obtained in case of rural area from the Sabhapati, Panchayet Samity, in case of urban area from the Chairman of the Municipality and in case of Notified area from the Chairman of the said authority.

District Inspector of Schools(SE) will also maintain a Register of approved surplus staff of schools and forward names not exceeding three to the school according to seniority in the list whenever vacancy occurs in permanent or addi-

tional post and the school will select one after interview of the candidates sponsored by the Dist. Inspector of Schools (SE) by Selection Committee constituted for the purpose as laid down in para 4 below and assessment is to be made as laid down in para 7 below.

Names from the died-in-harness category and approved surplus staff may not be forwarded to any school simultaneously.

2. (b) District Inspector of Schools (SE) will issue prior permission for appointment to the school and the school authorities will request the National/Local Employment Exchange(s) to furnish the lists of eligible candidates with academic & professional qualification and date of birth of the candidates, in case of general category within 30 days from the date of receipt of the requisition and for reserved categories within 45 days from the date of receipt. A copy of which should also be sent by the school to the District Inspector of Schools(SE).

If the names are not sponsored by the Employment Exchange even within three months the school will approach District Inspector of Schools(SE) concerned alongwith the document showing receipt of the letter by the Employment Exchange authority requesting therein to furnish the list of candidates, for permission to advertise the post in State level daily Newspaper. Application should be invited perferably from the Registered unemployed persons.

Fresh permission from Dist. Inspector of Schools(S.E) for advertisement will not be required in case of receipt of non- availability certificate from the Employment Exchange.

In case of appointment of Headmaster/Headmistress/Asstt. Headmaster/Asstt. Headmistress the school will advertise the post in State level daily newspaper and simultaneously request Employment Exchange to furnish names within a month. If the names are not sponsored within 3 months interview may be held with the candidates received through advertisement.

The existing approved teachers may apply for appointment to any post in response to the advertisement or register their names with the Employment Exchange for such appointment with the consent of their appointing authorities.

All such cases may be considered along with other candidates to be sponsored by Employment Exchange and/or received through open advertisement.

A record of receipt of all application through advertisement and names from Employment Exchange should be preserved and shall remain open to inspection by the District Inspector of Schools (SE) or any officer authorised by him.

3. (a) The upper age limit for entry into the service for a teacher or a non-teaching staff should be 35 years on the date of notification of the vacancy to the Employment Exchange(s) by the School/date of a advertisement of the post as the case may be. The age limit is relaxable upto 40 years for an experienced and highly qualified candidate by the Director of School Education. For Headmaster/Headmistress/Asstt. Headmaster/Asstt.Headmistress and teachers in service the upper age limit is relaxable upto the date of superannuation. The upper age limit is relaxable upto 5 years a candidate belonging to Scheduled Caste or Scheduled Tribe, disabled defence personnel and upto 45 years for physically handicapped persons vide G.O. No. 977-Edn.(S) dt. 26.8.86 and 978-Edn.(S) dt 20.8.86 respectively. Upper age limit for the post of Asstt. Teacher is also relaxable for in-service qualified clerks/Class IV staff and primary school teachers vide G.O. No. 1531-Edn(S) dt. 7.10.85 and upto 45 years in case of die- in-harness category vide G.O. No. 107-Edn.(S) dt. 29.1.88.

3. (b) Interview letters should be sent to the candidates through Registered Post

Card or Registered Inland Letter and records thereof should be maintained.

4. (a) There should be a Selection Committee for each recognised non-Govt. Secondary School and for each appointment to hold interview for selection of teachers or non-teaching staff to be appointed by the Managing Committee.

The Selection Committee for the existing recognised non-Govt. Secondary Schools shall consist of the following members :

(i) Headmaster/Headmistress/Teacher-in-Charge of the school.

(ii) Secretary of the Managing Committee/Ad-hoc Committee of the School or Administrator. In case the Head of the institution is the Secretary, President of the Managing Committee will be included in the Selection Committee.

(iii) One of the Teachers' Representative in the Managing Committee to be selected by the Managing Committee. In case of the School having Administrator or Ad-hoc Committee, Teachers' Representative will be elected by the teaching staff in a meeting convened by the Head of the Institution.

(iv) One nominee of the Panchayet Samity in the rural areas will be a member. In the areas other than those under the Panchayet Samities, one member of the Managing Committee other than the representative of the teaching and non-teaching staff to be selected by the Managing Committee.

(v) An external expert in the subject concerned will be selected by the Managing Committee. Lecturer/Professor of recognised College/University, in the relevant subject or approved subject teacher of a recognised High/Higher Secondary School with Master's Degree with Post Graduate training and having at least 5 years' teaching experience may be selected as external expert from within the sub-division, if available, if not within the District.

4. (b) The Selection Comittee of the schools permiteed to be established by the West Bengal Board of Secondary Education with effect from 1.1.86 and onwards subject to the condition that all teachers and non-teaching employees will be appointed as per procedure laid down by the Director of School Education shall consist of the following members :-

(i) One nominee of the District Inspector of Schools(SE).

(ii) Secretary of the Organising Committee. (Organising Committee means Committee formed by the sponsored authority and approved by the West Bengal Board of Secondary Education.)

(iii) One nominee of the Panchayet Samity in the rural area/one nominee of the Municipality in urban area/one member of the Notified Area Authority if the school is under the same authority, to be nominated by the concerned authority on receipt of request from the Managing Committee.

(iv) Headmaster/Headmistress of a neighbouring recognised High/Higher Secondary School to be selected by the Organising Committee.

(v) An external expert as laid down in the para 4 (a) above to be selected by the Organising Committee.

4. (c) In case of schools, having properly constituted Managing Committee shall appoint a President of the Selection Committee other than the external expert. While in case of a school under the Management of an Administrator or a Selection Committee constituted under provision of 4 (b) above, any one of the members other than the external expert will act as the President of the Selection Committee to be selected by the members. The President of the Selection Committee shall not have any casting vote.

(i) In case of selection of Headmaster/Headmistress position at (i) of Para 4 (a)

above will be filled up by the outgoing Headmaster/Headmistress otherwise the position will remain vacant. Teacher-in-charge or officiating Headmaster/Headmistress shall not be included in the Selection Committee consituted for the purpose.

(ii) In case of selection of Headmaster/Headmistress/Asstt. Headmaster/Asstt. Headmistress an external expert will mean Principal of a Degree College. Professor-in-charge of a College having requisite qualification/Principal of a Teachers' Training College/Principal of a Govt. Polytechnic/Headmaster/Headmistress of a recognised High/Higher Secondary School having at least 10 years' experience as Head of the Institution. The external expert shall be selected from within the sub-division if available, if not, from outside Sub-division but from within the District.

(iii) For selection of Physical Education teacher external expert will be a Lecturer of Physical Education Training College/Professor- in-Charge of Physical Training College/qualified approved Asstt. Teacher of Physical Education with at least to 5 Years' teaching experience as approved teacher of a Govt./Govt. Sponsored/Non-Government recognised Secondary School.

(iv) For teacher in Work Education expert will be the Lecturer of a P.G.B.T. College/B.T/B.Ed. College/Lecturer of University having Work Education subject/qualified approved Asstt. Teacher of Work Education with at least 5 Years' teaching experience as approved teacher of a Govt./Non-Govt./Govt. Sponsored recognised secondary school.

(v) For selection of Librarian the external expert will be a Libratian of a Govt./Govt. Sponsored/Govt. recognised College/University/Public Library/Departmental Library/Special Library/Teacher of Library and Information Science having degree or diploma in Library Science from the University.

All such experts should be selected from within the sub-division if available. If not persons from outside the sub-division but from within the district may be selected. Approved service in recognised institutions within the State of West Bengal shall be taken into consideration for calculating the total period of service.

None of the aforesaid members who is related to any of the candidates to be interviewed for selection shall be included in the Selection Committee and certificate to the effect should be submitted to the Dist. Inspector of Schools(SE) with papers to be submitted to him for approval of panel. If the Headmaster/Headmistress happens to be related to any of the candidates he should be replaced by the Asstt. Headmaster or seniormost Asstt. Teacher if there is no Asstt. Headmaster, who is not related to anybody. If the Secretary happens to be related to any of the candidates, he should be replaced by the President of the Managing Committee. If the Administrator happens to be related to any candidate, he should be replaced by the nominee of the Dist. Inspector of Schools(SE) of the district. If Headmaster/Headmistress and Secretary happens to be the same person President of the Committee shall be included as member of the Selection Committee. The external expert should also be chosen from amongst the persons not related to any one of the candidates.

5. (a) The Selection Committee after holding interview of the candidates shall prepare a panel of three candidates eligible for appointment for each post in order of merit. However, for the post reserved for Scheduled Castes or Scheduled Tribes or for the subject Physics, Chemistry, English, Geography panel of less than three may be prepared if three candidates are not available in spite of all possible efforts.

(b) For selection and preparations of panel of candidates the Selection Committee shall assess only those qualifications of the candidates which are relevant to the post(s) and award marks to each candidate in the mannner in the chart given below. Marks will also be awarded separately for experience, extra-curricular activities and performances in the interview in the manner prescribed in the chart below and submit the same to the Managing Committee of the School with their definite recommendations.

(c) The panel will be framed with average of marks awarded by each of the members of the Selection Committee. If any member of the Selection Committee wants to keep his opinion reserved the average will be calculated on the basis of marks awarded by other members.

(d) The Managing Committee after due consideration and approval shall forward the panel so prepared by the Selection Committee with all relevant papers to the District Inspector of Schools(SE) of the district for approval. The Secretary after being authorised by the Managing Committee or the Administrator will issue intimation for appointment in order of position in the panel through Registered Post Card after receiving the panel duly approved by the District Inspector of Schools (SE). The District Inspector of Schools (S.E) will convey his decision ordinarily within a month from the date of the receipt of the panel.

The panel will remain valid for one year with effect from the date of approval of the District Inspector of Schools(S.E) despite any of the empanelled candidates either not joining or leaving the post within life-time of the panel. Names of such candidates who do not join withn 3 months from the receipt of the appointment letter will be removed from the panel.

6. **Mode of selection :—**

Preliminary screening :—

In case of candidates sponsored by the Employment Exchange(s) all the candidates should be invited for interview without screening. When the total number of applications received through open advertisement for one particular post "is more" than ten, a list of candidates to be interviewed will be prepared after preliminary screening of all applications. This list will be prepared on the basis of marks obtained by the candidates in different examinations as given in the chart in Sl. No. 8 of this order. The preliminary screening will be done by a team consisting of the Secretary, Headmaster/Headmistress and Teachers' representative in the Selection Committee in case of a school having properly constituted Managing Committee, Ad-hoc Committee. In case of a School under Administrator, he in place of Secretary will be one of the members. In case of selection to be made by a Selection Committee constituted as under 4(b) above the team mentioned above will be constituted with the Secretary of the organising committee, one member of the organising committee and one Headmaster/Headmistress of a neighbouring High/Higher Secondary School both selected by the organising committee.

A record of preliminary screening should also be preserved and shall remain open to inspection by the District Inspector of Schools (SE) or any officer authorised by him.

7. Any candidate having grievance about the selection may appeal to the District Inspector of Schools(SE) whose decision shall be final in the matter.

8. Chart showing the allotment of marks for recruitment of teaching and non-teaching staff including Librarian.

	Matriculation/School Final/Madhyamik or its equivalent.		*Old Intermediate/Pre-University/Higher Secondary (XII).*	
I.	1st Division	—10	1st Division	—10
	2nd Division	—7	2nd Division	—7
	3rd Division	—4	3rd/P. Division	—4
	Compartmental/ Supplementary/P.Div.	—3	Compartmental/ Supplementary/P.Div.	—3

Higher Secondary (Old XI)

II.	1st Division	—20
	2nd Division	—14
	3rd Division	—8
	Compartmental/ Supplementary/P.Div.	—6

	Degree (Hons).		**Degree (Pass)**	
III.	60% and above	—20	60% and above	—12
	50% and above	—16	50% and above	—10
	40% and above	—14	40% and above	—8
	Below 40% and Special Hons.	—13	Below 40%	—6

	Post Graduate	
IV.	60% and above	—15
	50% and above	—12
	40% and above	—10
	Less than 40%	—8

V. **B.Ed./B.T./PGBT/ PGPT and equivalents**	**Diploma in Library Science**	**Certificate in Library Science**
60% and above—10	8	6
40% and above— 8	6	4
Less than 40% — 6	4	2

For Posts requiring Pass Graduate degree marks of Hons/Post Graduate degree should not be taken into consideration.

VI. **Experience (teaching in recognised Secondary Institution of the State).**

For the candidates for the post of Asstt.Teacher and Asstt. Headmaster/Asstt. Headmistress one mark to be awarded for two complete Years of approved service as Asstt. Teacher not exceeding 5 marks. For the candidates for the post of Headmaster/Headmistress one mark to be awarded for two complete Years of approved service as Headmaster/Headmistress not exceeding 5 marks and one

mark to be awarded for two complete Years of approved service as Asstt. Headmaster/Asstt. Headmistress not exceeding 3 marks and one mark for two years of complete service as Asstt. Teacher not exceeding 5 marks.

VII. **Extra-curricular activities—5**

(Drama, Dance, Music, Sports, Needlework, First aid from St. John Ambulance, Red Cross Society, Bratachari, Recitation, Debate, Social Service., N.C.C., Girls' Guide, Boys Scouts, Non-Formal Education/Adult Education. Marks should be awarded against certificate issued by Institution/Organisation recognised by the State Government for the said purpose.

Note:- One mark for each item should be awarded on the basis of certificate/Diploma issued by the Govt./Semi Govt./Govt. Sponsored Organisation/University having authority of issuing such certificate of Diploma on the basis of proficiency competition performance in State Level/National Level/University Level.

VIII. **Interview :—15**

(a) Demonstration lesson—8 in class-room situation but for recruitment of a Headmaster/Headmistress and Librarian no demonstration lesson is required and as such maximm marks for interview will be—15.

(b) Oral Test on (content)—7.

9. **Recruitment of Clerk/Class IV Staff.**

(a) External expert for appointment of clerk and class IV staff shall be Headmaster/Headmistress of a recognised High/Higher Secondary school including Govt. and Govt. Sponsored Schools.

(b) Minimum qualification for clerk is SF/HS or its equivalent.

(c) Chart showing the allotment of marks for the recruitment of clerk :—

Total Marks—45

(I)	Ist Division	—15	
	2nd Division	—10	
	3rd Division	— 6	
	Compartmental/Supplementry Pass	—4	
(II)	Higher Qualification B.A./B.Sc/B.Com		—5
(III)	Knowledge of type writing tested through test		—5
(IV)	Viva-Voce/Written test		—5
(V)	Experience —5 (one mark for two complete years of approved service in recognised educational institution).		
(VI)	Co-curricular activities as mentioned in case of teaching staff —5		
(VII)	Hand writing —5		

(d) **Chart showing allotment of marks for recruitment of class IV staff.**

Total Marks : 25

(I) Viva-Voce—15
(Reading 5, Writing—5, General Knowledge—5.

(II) Extra curricular activities—5
(Sports and Games, Cycling)

One mark for each item to be awarded on the certificate from the recognised institution/organisation as laid down in 8 (vii)

(III) **Experience—5**

(Marks shall be awarded on the basis of certificate from recognised educational institution. One mark for two complete years of experience not exceeding 5).

10. **Recuritment of Librarian**

Marks for academic qualification will be same as allotted for recruitment of teachers.

11. The Reservation Rules for Scheduled Castes and Scheduled Tribes in terms of Act of 1976 should be strictly adhered to.

12. The appointment letter should be sent through Registered post. While giving appointment to a teacher of another school the Managing Committee should see that the teacher has duly been released by Managing Committee of the school where he was serving.

13. In regard to interpretation and/or explanation of any term and/or expression opinion of the Director of School Education is final.

Sd/- Illegible
Director of School Education, West Bengal.
Date 4.12.89

Memo No. 2816 (17)GA

GOVERNMENT OF WEST BENGAL
Directorate of School Education
(Grant-in-Aid Section)
6, Bhawani Dutta Lane(Top Floor), Calcutta-700 013.

No. 859 (18) GA/OM-18/88 Dated, Calcutta, the 30th March, 1990.

From : The Director of School Education, West Bengal,

To : The District Inspector of Schools(SE), South 24 Parganas,
60B, Chowringhee Road, Calcutta-700 020.

Sub : *Procedure for recruitment of teaching and non-teaching Staff of Secondary School.*

Ref : This Directorate's Circular No. 2816(17)GA dated 4.12.89.

The undersigned has to draw his/her attention to this Directorate's Circular No. referred to above and to state that the following direction should be added as para six in Clause 2(b) at P 3 of the above circular and should be circulated to all concerned immediately.

"The existing qualified and approved non-teaching Staff may apply for appointment to a teaching or Non-teaching Post in response to the advertisement or register his/her name with the Employment Exchange for such appointment with the consent of his/her appointing authorities - Provided he/she possesses requisite academic qualification for the post".

Sd/- J. Dutta
for Director of School Education, West Bengal

GOVERNMENT OF WEST BENGAL
Directorate of School Education
Grant-in-aid Section
6, Bhawani Dutta Lane (Top Floor) Calcutta-700 073.

No. 1304(18) G.A. / OM– 18/88 Dated, Calcutta-the 3rd May, 1990.

From : The Director of School Education, West Bengal.
To : The Dist. Inspector of Schools (SE)
Sub : Procedure for recruitment of teaching and non-teaching staff of Secondary Schools.
Ref : This Directorate's Circular No.2816(17)G.A. dt. 4.12.89 and Memo No. 859(18)G.A dt. 30.3.90.

In cancellation of this Directorate's Memo No. 859(18)G.A. dt. 30.3.90, the undersigned has to state that the following direction should be added as para six & seven in clause 2(b) at P-3 of this Directorate's Circular No. 2816(17) G.A. dt. 4.12.89 and this should be circulated to all concerned immediately.

"The existing qualified and approved non-teaching staff of Secondary Schools may apply for any post in the Institution wherein he/she serves as an approved non-teaching staff provided he/she possesses requisite qualification for the post".

"The existing qualified and approved non-teching staff may also apply for appointment to a teaching or non-teaching post in response to the advertisement or register his/her name with the Employment Exchange for such appointment with the consent of his/her appointing authority".

Sd/- Illegible
for Director of School Education, West Benmgal.

GOVERNMENT OF WEST BENGAL
Directorate of School Education
Grant-in-aid Section
6, Bhawani Dutta Lane, Calcutta-700 073.

No. 2223(18) G.A. / OM– 3/87 Dated, Calcutta, the Ist August, 1990.

From : The Director of School Education, West Bengal.
To : The Dist. Inspector of Schools(SE)
Sub : Equivalence of High School certificate examination of the Board of Secondary Education, Orissa through Correspondence Course.

The undersigned has to send herewith a copy of West Bengal Board of Secondary Education's letter No. DS(AC)/63 dated 5.4.90 addressed to the Asstt. Secretary to the Govt. of West Bengal, Education Department (Secondary Branch) on the above noted subject for his/her information and guidence.

Dy. Director of School Education(GA),
West Bengal.

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta-16

No.D.S. (AC)/63 Dated : 5.4.90.

To:
Sri R. Bhattacharyya,
Asstt. Secretary to the Govt. of West Bengal,
Education Deptt.(Secondary Branch), Calcutta-700 001.

Sub: Equivalence of High School Certificate Examination (Correspondence

Course) of the Board of Secondary Education, Orissa to that of the Madhyamik Pariksha of the West Bengal Board of Secondary Education.

Ref: Your letter Nos. 319 Edn(S) dt. 16.3.88, 1069 Edn(S) dt. 8.12.88 & 723 Edn(S) dt. 5.10.89.

Sir,

Please refer to your letters on the above subject, I am directed to inform you that the High School Certificate Examination (Correspondence Course) held by the Board of Secondary Education, Orissa, is equivalent to that of the Madhyamik Pariksha held by the West Bengal Board of Secondary Education.

Yours faithfully,
Sd/- G.N. Majumder
Deputy Secretary(Academic)

Government of West Bengal
Directorate of School Education
Grant-in-aid Section
6, Bhabani Dutta Lane, Calcutta-700 073.

Dated, Calcutta, the 22nd December, 1989.

No. 2999(17) GA / OM – 18/38

From : The Director of School Education, West Bengal.

To : The Dist. Inspector of Schools (SE)

Sub : *Procedure for recruitment of teaching and non-teaching staff of Secondary Schools.*

Ref : Directorate's Memo No. 2816 (17) dt. 4.12.89.

The undersigned has to draw his/her attention to this Directorate's circular No. referred to above and to state that the following corrections should be made in the said order before circulation of the same to the concerned authorities.

In Plant of	**Please read**
(a) 'six in the 5th line of sl. No. 2	three
(b) 'which' in the 7th line of sl. No. 2(b)	that requisition
(c) 'even within three months' in the second para sl. No. 2 (b)	within the specified period
(d) 'within three months' in 4th para of 2(b)	within the specified period
(e) in sl. No. 8 marks under old Intermediate Gr. 3rd/P. Div. -4	3rd Div. -4

Sd/- Illegible
Director of School Education, West Bengal

Government of West Bengal
Scheduled Castes And Tribes Welfare Department
Writers' Buildings.

Calcutta, the 22nd January, 1991.

No. 40-TW/EC

MEMORANDUM

Sub : *Procedure of maintenance of the 50-point roster of vacancies in the state-aided secondary (including Junior High) and Higher Secondary schools.*

Notwithstanding anything contained otherwise in any other Order/Orders previously issued, the following procedure shall be applicable with immediate effect

for the purpose of maintaining the 50-point roster of vacanices prescribed in this Deptt.'s Notification No. 136-TW/EC dt. 27.3.90 in all the state-aided secondary (including Junior High) and Higher Secondary Schools :—

1. Both the Secondary and Higher Secondary Units in any particular school shall be considered as one single unit and all the posts in both the units shall be deemned to belong to one single establishment.

2. All the posts in any school shall be divided under two distinct categories, viz. (i) teaching category and (ii) non- teaching category.

3. The post of Headmaster, the post of Assistant Headmaster and the posts of Assistant teacher in any school shall be grouped together to constitute the teaching category, while all the other posts (including the post of Librarian) in the said school shall constitute a separate Group under the non-teaching category.

4. The 50-point roster of vacancies shall apply in relation to each of the aforesaid two Groups of posts under the respective categories and it shall not apply individually in relation to any individual post under either Group, one roster shall be maintained in respect of all the vacancies against all the posts grouped together under the teaching category, similarly, another roster shall be mainatned in respect of all the vacancies against all the posts Grouped together under the non-teaching category.

5. If any vacancy or vacancies occurred before 27.3.90 (i.e. the date from which the 50-point roster came into force) and if selection of candidates against such a vacancy or vacancies was completed other before 27.3.90 or thereafter, the said vacancy or vacancies, as the case might be, may be filled up on the basis of the said selection in such an eventuality the dificiency, if any, in the intake of Scheduled Caste and or Scheduled Tribe candidates against the quota of vacancies reserved for such candidates, on the said occasion of recruitment shall be adjusted against future recruitment on immediately next occasion of recruitment or there after at the earliest chance under the appropriate category of posts or under the respective categories of posts, as it may be necessary.

6. Recruitments made, if any, under the 50-point roster on or after 27.3.90 in any manner other than what has been prescribed hereinbefore shall be adjusted appropriately against future recruitments at the earliest chance so as to make up the deficiency, if any, in the intake of Sch. Caste and/or Sch. Tribe candidates as per reserved quota for such candidates as provided for in the 50-point roster.

Copy forwarded to all concern.

Sd/- K. Sathiavasan
Jt. Commissioner for Reservation &
Ex- officio Jt. Secretary.

8 SCHOOL MANAGEMENT AND DISCIPLINARY ACTION

GOVERNMENT OF WEST BENGAL
The Bengal Education Code 1931
Chapter V — Section II
Punishments

1. **Forms of Punishment** — The following are some standard forms of punishment :

(i) Impositions; (ii) Detention, including extra drill; (iii) Fines; (iv) Corporal punishment; (v) Rusticatin; (vi) Expulsion.

Note :— (i) The first three of these punishment should be referred by the Master who inflicts them to the Headmaster for confirmation; corporal punishment should be imposed only by the Headmaster and in exceptional cases. Rustication or Expulsion may be imposed only by the Managing Committee.

The power has since been delegated to the District Inspector of Schools in terms of Govt. Order No. 90 Edn. dated 8.1.49.

2. ***Rustication and Expulsion** — The rules relating to the rustication and expulsion of pupils in schools, other than primary schools, are as follows :

(i) "Rustication" means temporary exclusion of a pupil from school for a definite period not exceeding one year.

(ii) "Expulsion" means permanent exclusion of pupil from schools.

(iii) For gross misconduct or for a serious breach of school discipline a pupil is liable to either (a) rustication, or (b) expulsion.

(iv) The rustication or expulsion order shall be passed by the Managing Committee of the school and shall be drawn up in the form printed below. One copy shall be forwarded immediately to the Inspector of Schools another under registered cover to the parent or guardian of the pupil so punished. In schools where there is no Managing Committee, the Inspector shall exercise the function of the Managing Committee.

Orders of the Managing Committee of the ______________ district ______________ years ______________ months ______________ days, son of ______________, of ______________ village ______________ thana ______________ ______________ district, a pupil of the ______________ class/standard of ______________ school, is (a) rusticated for a period of ______________ ______________ months with effect from ______________ or (b) expelled for the reasons stated below :

(1) Pariculars of offence.

* The Heads of the Institutions of Secondary Schools should not pass any order of Rustication or Expulsion of any student for alleged any offence in his/her own initiative. The matter should be better refered to the Academic Council for consideration. Any decision arrived at the Academic Council may be recommended to the Managing Committee for consideration and final decision. The guardian of the concerned student should be informed duly. The Dist. Inspector of Schools (SE) should be intimated about the decision of the School Managing Committee. The punishment if any, should not be executed till the decision of the Managing Committee is approved by the D.I. of Schools (SE). Meanwhile, the student concerned may be suspended by the Head of the Institution from attending schools pending final order. —Editor.

(2) Result of the enquiry held by the Headmaster,

Headmaster
_________________ School
Date _________________

Secretary,
The Managing Committee
_________________ School.

(v) The parent or guardian may appeal to the Inspector of School against the order of the Managing Committee, provided that any such appeal must reach the office of the Inspector of Schools within fourteen days from the date of receipt by the parent or guardian of the order aginst which the appeal is made. If no petition of appeal be received by the Inspector of Schools within twenty days from the date of the order of the Managing Committee, the Inspector of Schools shall confirm, diminish or increase the punishment.

(vi) In every case in which the petition of appeal adduces extenuating facts, the Inspector of Schools shall forward a copy of petition to the Secretary of the Managing Committee for report. The report shall contain specific reply to each of the allegations stated in the petition together with a brief account of the enquiry held and the facts elicited at such enquiry.

(vii) On receipt of the report from the Managing Committee, the Inspector of Schools may pass such orders as he thinks fit, or if necessary, he may hold a further enquiry either personally or by deputing one of his sub-ordinate inspecting officers, not below the rank of a Sub-Divisional Inspector of Schools and may pass orders on the result of such enquiry.

(viii) Orders of expulsion and rustication (when the period of the latter exceeds four months) passed or confirmed by the Inspector of Schools are circulated by the Director to other Divisional Inspector and the Principals of Colleges having recognised schools under them. Copies of all orders of this nature shall be forwarded by the Inspector of Schools to Director without delay on expiry of period within which appeal is permissible, or after the inspector of Schools has passed orders on the appeal. In cases of expulsion, a brief account of the facts shall also be submitted by the Inspector of Schools to the Director.

(ix) Pupils punished with rustication shall not be allowed to join any institution until the expiry of the period of rustication.

(x) An expulsion order passed by the Inspector of Schools is not liable to reconsideration except by the Director. Any application for such reconsidration must be sent to the Inspector of Schools for submission to the Director with his recommendations. Save in exceptional circumstances no such application will be entertained, until the expulsion order has been in effect for at least one year.

(xi) No fees shall be charged for periods of rustication exceeding three months. If, however, the annual examination falls within the period of rustication and the pupil would ordinarily have been promoted but by his rustication, loses one year, this shall be considered sufficient punishment and no fees shall be charged.

(xii) In the case of High Schools not under the jurisdiction of the Divisional Inspectors of Schools the controlling officers concerned will take the place of the Inspector of School. (G.O. No. 324 T-Edn., dated the 4 August, 1919).

3. Corporal Punishment — Corporal punishment should be used —

(a) In the case of grave offence which are not serious enough to merit expulsion : instances of such grave offences are insubordination, lying, cheating, bearing false tales about others, making false excuses.

(b) In the case of a continued repetition of minor offences, where minor

punishments have failed to check them.*

4. **Fines** — Fines should be inflicted –

(a) in cases where guardians of the pupil are partly to blame, e.g., in cases of late or irregular attendence. It is within the power of guardians to see that their wards leave home in proper time.

(b) in cases where a master wishes to attract the notice of a guardian to a particular offence.

(c) in cases where damage has been done; the fines should in such cases be used to pay the cost, or part of cost, or of repairing the damage.

5. **Detentions and Impositions** — Detentions and impositions should be used in cases in idleness, inattention, neglect of work and other technical offences against school discipline.

In the use of detention the following points should be noted —

Note :— (1) When the cane is resorted to, it should be so administered as 'to inflict pain only without bodily injury'. See also note (I) to rule I of this section.

(2) The cane should be used only by the Head of the Institution and never on the spur of moment.

(a) If pupils are put into a detention class, they must be given a definite task to do during the period of detention.

(b) The class must be in charge of a master who is capable of keeping strict discipline, and of seeing that the pupils do their appointed tasks properly.

Impositions when given should be of such a nature as to require intelligent work. Except in cases where the object is to teach correct spelling pupils should not be required to write out certain phrases or series of words in a mechanical way.

6. **Other Punishments** : A master will often be able to impose other punishments which will be more suitable to certain offences than the punishments which have been mentioned above. When this is done, these three considerations should be borne in mind :—

(a) The punishments must never be in any way cruel;

(b) A punishment which will occupy a pupil in the open air will be more beneficial than a punishment which confines him into a class room;

(c) When possible, the punishment should take the form of some useful occupation.

7. **Remonstrance** — Before a teacher turns to punishment he will naturally commence with remonstrance and reasoning and will show his disapproval, which may in itself suffice to meet the case. A warning in many cases will be found to be sufficient, especially if it is accompanied by entry of the boy's name in the Conduct Register.

8. **Conduct of Students at Public Meetings** — If a student of a Government or aided institution so conducts himself, or herself at any public meeting as to bring undesirable notoriety upon the institution which he or she attends, or engages in political agitation

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* Corporal punishment — Asstt. teachers should know that they are given no right to apply corporal punishment of any serious type for not compliance of lessions by students (which is found to be a daily practice with some teachers, who go to the classes with canes).

Cane may be used only by the Head of the Institution. There are records of court cases against teachers and Headmaster and Headmistress for their inflicting physical punishment on the students.

Teachers and the Heads of the Institution should be cautious for imposition of detention or confinement. —Editor.

in such a way as to interfere with the corporate life and educational work of the institution or indulges in picketing or open violence, such action will be deemed a breach of discipline and will be dealt with by the Head of the Institution in accordance with the ordinary rules (G.O. No. 660 T. Edn., dated 19th June, 1930).

9. Treatment of Students who take part in Strikes and Hartal* —

Disciplinary action should be taken against the ring- leaders as well as those who take an active parts in picketing. Every effort should be made to ascertain the names of students from attending school or college, picket their own or other educational institutions.

Students who remain absent from school or college and whose continued absene, after due warning is in the opinion of the Head of the Institution unjustifiable, should have their names struck off the rolls or be dealt with in such other way as the Head of the Institution thinks fit.**

The initiative in taking such disciplinary action and the award of individual punishment will remain with the Head of the Institution, but if mass punishment is considered necessary, the matter must be reported to the Managing Committee or Governing body.

It is undesirable to close the institution, as students who are willing to study are entitled to the best efforts of the authorities to enable them to do so. Government have, therefore, decided that only in cases where there is a serious danger of violence, the Heads of Institutions should take the responsibility of closing schools or colleges. In such cases an immediate report of the action taken and the reasons for it should be submitted to the Director of Public Instruction.

In all other cases Government and aided schools or colleges should be kept open until orders of the authorities are received (G.O. No. 660T.Edn., dated 19th June, 1930).

WEST BENGAL BOARD OF SECONDARY EDUCATION

Circular No. 25/July/53 14th July, 1953

To : The Heads of all Recognised Schools.

Sub : Corporal Punishments.*

The undersigned is directed to state that corporal punishment to students should as a general rule be avoided and when it is absolutely unavoidable, it is essential that proper restraint should be exercised. The cane may be used only by Head of the Institution and never on the spur of the moment and it should be so administered as to inflict pain only without any bodily injury. It is desirable that a record should be maintained when a pupil is caned, stating the offence for which this punishment is being inflicted.

S. K. Sarkar for *Secretry*

Comment : * Any disciplinary action taken by the Head of the Institution against any student or students for taking initiative and active part in any political strike or Hartal is, now-a-days considered to be a case of extending one's hand into the fire which burns hands only.

**Heads of the Institution are advised to consult with the Academic Council before taking any serious step against any student or students for their anti-school activities. Consultation means not formal discussion, but decision.

* Please refer to the judgement of the Hon'ble Mr. Justice R. N. Dutta in the High Court at Calcutta, Criminal Revision No. 1321 of 1962, in the case of Ganesh Chandra Saha, (Headmaster) Accused Petitioner Vs. Jew Raj Swani (a student), Complainant Opposite party. —Editor.

COPY OF THE CIRCULAR NO. 648 (123)G/OM — 138G/55 DATED THE 13TH JANUARY 1956. FROM THE DIRECTOR OF PUBLIC INSTRUCTION, WEST BENGAL, TO THE PRINCIPALS/HEAD MASTERS IN WEST BENGAL.

I beg to state that the Inter-University Board considered a resolution expressing the opinion that the use of University students by various political parties in the country for their own purposes is detrimental to the best interest to the growth of the nation and creates many difficulties in discipline. It is, therefore, felt that boys and girls of young age should not be used by any political party in the work of election propaganda. The authorities of educational institutions are, therefore, requested to see that young students are not utilised for the purpose mentioned above.*

J. C. Das Gupta
for Director of Public Instruction, West Bengal

WEST BEGAL BOARD OF SECONDARY EDUCATION

Circular No. 8/56 11th February, 1956

To : The Heads of all Recognised High Schools.

Sub : **The use of school students by political parties for election propanga.**

The undersigned is directed to draw the attention of the Heads of all Recognised High Schools to the following Circular No. 648 (123)G/OM—138G/55 dated the 13th January, 1956 from the Director or Public Instruction, West Bengal, with the request that the school authorities should take steps ensuring that young boys and girls may not be utilised by any poliitical party for their own purposes.* @RIGHT = **D. P. Ray Chaudhuri, (Secretary)**

***Academic Council** : In terms of G.O. No. 1598 Edn.(S) dated 15.7.69, the Headmaster is to seek advice of the 'Academic Council' in matter of (i) admission (ii) promotion (iii) selection of text books (iv) time table of school hours and (v) measures relating to the improvement of teaching and co-curricular activities but in case, the Headmaster disagrees with the majority decision, he may over-rule the same after recording the reasons in writing.

School Holidays : In terms of Art. 37 of Chapter V 'Schools for General Instruction' of the Bengal Education Code under the head 'Holidays' the following foot note has also been added : Additional holidays in honour of visitors may only be given at the request of an Inspector, Inspectress, District Officer, District Judge or an officer of superior status. Such holidays should not exceed 'one day' in duration except when they are granted by His Excellency the Governor, a member of the Executive Council or a Minister. It is the duty of the Headmaster to see that this rule is observed.**

Comment : * Use of school students by political parties or Students' Organisations, now-a-days is, an open fact. Heads of the Institutions are no better than helpless spectators. Very little help can be expected from the Government in this matter. However, Heads of the Institutions should consult the Academic of Staff Council if he/she proceeds to adopt any action. It may please be noted that no good for the institution can be done by the Heads of the Institution alone if it is not wanted by all.

**Students' strike on any political issue is now-a-days, an open fact. Use of school students by political parties is no longer considered to be a violation of school discipline. Position of the Heads of the Institution is that of a tight corner. He/She can neither support it, nor go against it for obvious reasons.

* Ref : 30 Academic Council of Rules for Management of Recognised Non-Govt. Instns. (Aided & unaided) 1969. —Editor

Liability to Inspection : Every recognised school with its account books, registers and other records, shall be open to inspection at all reasonable hours by the authorised Inspecting Officers of the Department, by the Executive Officers of Government, by the Director or Assistant Director of Public Health and by any Civil Surgeon (now designated as Chief Medical Officer of Health), Assistant Surgeon or Health Officer deputed by or acting under the general orders of the Government to examine the health of the students for the sanitary conditions of the building and premises. (Chapter V, Section I, Bengal Education code, 1930).

Register : Every recognised High School must maintain the registers detailed in rule 8, section B (II) of Chapter VIII of this code.

The registers detailed in rule 8, Section B (II) of Chapter VIII are : (1) Admission Register, (2) Daily attendance register of pupils, (3) Attendance Register of teachers, (4) Cash Book, (5) Acquittance Roll of teachers, (6) Acquittance Roll of Scholars, (7) Punishment Register, (8) Visitors' Book, (9) Fee Register, (10) A Book for preserving monthly abstract Accounts, (11) Order Book, (12) Conduct Register of all pupils; also showing whether they live with parents of recognised guardians or in hostels or messes, (13) Withdrawal Certificate Register, (14) A Book containing the proceeding of the Managing Committee of the school, (15) A Catalogue of Library Books, (16) A Book containing the results of class examinations and departmental and other examinations.

Note : The list is not exhaustive but suggestive, Registers like (i) Stock Register, (ii) Subsidiary Cash Book, (iii) Loan register etc., need also be maintained.

Conduct Register : A conduct or progress-report register must be maintained for each pupil in Middle and High English schools and a copy of the same forwarded at the end of each term to the parent or guardian of each pupil.

Preparation of lessons : Headmasters are required to see that the Assistant Teachers adequately prepare their lessons for the day. In a High School or Middle English School every teacher must be prepared to show to an Inspecting Officer, if called upon to do so, notes of the lessons which he proposes to impart during the day, together with notes of the previous lessons. Separate books should be used for notes of lessons to different classes or in different subjects.

***Private Tuition** : In normal cases students should not need private tuition and both Inspectors and Headmasters should use their best endeavours to render it unnecessary. Teachers should not be allowed to undertake private tuition which will in any way interfere with the proper execution of their school duties, including the preparation of lessons at home and the correction of exercises.

Record of age in school register* :— The declaration of a boy's age made by his parent or guardian on his admission to any school is a declaration of age for a public purpose and cannot under the orders of the Govt. of India, be altered for the purposes of public services.

If the University of Calcutta or other authority, decides that for its own purposes, it will regard the age of a boy as something different from that which

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Comment : ** Special Holidays — Holiday or holidays declared under Negotiable Instrument Act by the Central Govt./State Govt. is also applicable in an educational institution. School authorities may also declare holiday/holidays according to Act beyond the limit of the listed Holidays.

* Private tuition for school students has become a go of the day in this country. Can any Guardian think of his ward's success in the School/Board's Examination now-a-days without the coaching of any private tutor? What does it signify? Does it not signify that education in the school for children is incomplete, inaccurate and inefficient? The Board, the Govt. and the teaching community are all helpless spectators. —Editor.

was declared on his behalf when he was admitted to the school, a note to that effect may be made in the *Admission Register, but the original entry must not be altered.* The statement of record of age originally made in the Admission Register will always be accepted for the purposes of the Public Services.

Note : Head of School should impress this rule upon the parent or guardian of a boy at time of his admission that date of birth once recorded cannot be changed by the Headmaster without the permission of the Board.

Promotion : Vide Section III of Chapter V of Bengal Education Code. In Secondary Schools two periodical examinations shall be held before the Annual Examination (or Test Examination of Class X), one before the summer holidays and the other before the Puja Holidays. The promotion of pupils from class to class shall ordinarily be determined by the results of the Annual Examination. The selection of candidates for the Matriculation, the School Final or any Public Examination should similarly be made on the results of the Test Examination held for the purpose.

Failure in more than one subject : No pupil should normally be considered for promotion who fails in more than one subject.

Where average marks to be considered : If a pupil fails in one subject or not more than two subjects but passes in the aggregate, question of his promotion, or of his appearance at the Matriculation Examination, may be determined by the average of the marks secured by him in those subjects in the periodical examinations of the year.*

Failure at Test Examination : A pupil who has failed at the Test Examination of any school shall not be sent up for the ensuing annual or supplementary Matriculation Examination as the case may be, either as pupil of another school or as a private candidate.

More than two years in one class not allowed : A boy should not be kept for more than two years in any class of a Secondary School. When a boy fails to obtain promotion, at the end of his year in a class, his father or guardian should be informed of his weakness to enable him to take steps to effect the necessary improvement but he may be asked to withdraw the pupil if no improvement ensures within a reasonable time.

Note : Headmasters may make exceptions to this rule in case where vacancies exists in a class for which there is no applicant. In cases, where vacancies exist but the number of applicants exceeds the number of vacancies, Headmasters may allow a candidate, who has twice failed, to compete with new applicants for the vacancies, provided the failed student concerned is a desirable member of the school on other grounds.

(N) **Grant of leave to students** (Vide Section III of Chapter V of Bengal Education Code).

Leave to be applied for in writing : Formal leave will be granted by the Headmaster on receipt of a satisfactory written letter of excuse, duly signed or countersigned by the father or guardian of pupil or by the Superintendent of a hostel in the case of a boarder. The decision as to whether the excuse is satisfactory or not will be with the Headmaster. Such permission will entitle the pupil to be marked as on leave, not as present. Leave may, at the Headmaster's discretion, be granted with retrospective effect, if application be made within seven days of the

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Comment : * Guardians should be intimated by letter about the actual date of birth recorded in the Admission register by the middle of the academic session when the students are promoted to Class IX.

* Failure in more than one subject — It is an experimental finding in some institutions that 25 to 30% students can only pass in all the subjects in the Annual Examination of the school. Whereas, the Head of the Institution is required to allow promotion to 80 to 90% students to higher classes on different considerations. —Editor.

commencement of the absence. If a pupil absents himself without leave for 15 days consecutively, the Headmaster may strike his name off the roll at the end of the calendar month within which this period lapses, provided due warning has been issued by him to the parent or guardian of the absentee at least three clear days before such action is taken. A pupil whose name is thus struck off will be liable to pay fees together with fines for the absence for the period of his absence without leave. The case of a pupil whose name is struck off the roll for non-payment of his dues is dealt with in Rule 12.

[The relevant rule 12, runs as follows : Conditions of re-admission : A pupil whose name has been struck off the rolls on account of non-payment of fees may be re-admitted at the commencement of any month during the year at the discretion of the Headmaster, provided he makes payment of all dues required under rule.]

A pupil, whose name has been struck off (as noted above) for absence without leave shall not be considered for re-admission unless he offers in writing an explanation signed or countersigned by his parent or guardian. On receipt of such explanation, the Headmaster has discretionary power to refuse re-admission or he may permit re-admission under the rules regulating admission. The decision as to the sufficiency of the excuse will be with the Headmaster.

Penalty for absence without leave : Penalty for absence without leave shall ordinarily be fine, provided that in any case a Headmaster may, and in cases, where he has reason to suspect concerted absence without leave on the part of the pupils, shall as a rule, deal with the case by striking off names from the school roll on or before the third day of their absence.

In the case of pupils of High and Middle English Schools, the fine for absence should not be less than one anna for each day or part of a day, the actual amount of fine being determined by the Headmaster,* In both cases, where absence is continuation or (before or after) a vacation or holiday the fine should be doubled.

(V) Miscellaneous

(Adopted from section VIII of Chapter V of the Bengal Education Code)

1. **Objectionable practices :** The following practices are strictly forbidden in school :

(a) Spitting in the school-buildings,

(b) Smoking,

(c) Use of drugs or intoxicants,

(d) Any form of gambling,

(e) Disfiguring the school furniture or building,

(f) Loiteing or noisy behaviours in the school premises.

Note : In view of the permanent injury to the constitution this is likely to result from acquiring the habit of tobacco smoking at an early age, every effort should be made by the Heads of educational institutions to discourage the practice. School boys should be prohibited from smoking and any breach of this rule within or outside the school premises should be regarded as a serious offence. Teachers should not smoke in the school premises during class-hours.

Comment : Detention of plucked students in the same class for more than two years has posed a big problem to the Heads of the Institutions. Due to introduction of remission of fees, this problem has become more acute in some institutions. Detention of any student in the same class for three years or more help very little in the progress of one's studies. Such students are found to be factors in school indiscipline. They pose a problem at home and guardians too like to get rid of the trouble by sending their problem wards to the school. The Govt. and the Board should think over this issue. —Editor

Issue of Leaving Certificates :- (Section III of Chapter V of the Bengal Education Code.)

Application for Leaving certificates : An application for a leaving certificate must be made to the Headmaster by the parent or guardian of a pupil in person or in writing within one month of the date from which he wants to leave the school. In the case of a school which has ceased to exist without the issue of leaving certificates, the parent or guardian should apply to the Inspector or Inspectress in the case of High School and to the District Inspector of Schools or Assistant Inspectress in the case of Middle and Primary schools or Maktabs, through the Headmaster of the school to which transfer is sought, for sanction of the admission to the school and the former shall be competent to sanction the admission.

Note : No fees should be charged for the grant of a leaving certificate if application for it, is made within the period prescribed in this rule. When however, this period is exceeded a fee of Re.1/- in the case of High Schools and annas 8 in the case of Middle Schools shall be charged. In case of loss of a leaving certificate, a duplicate copy may be issued on payment of a fee of Rs.2/-. The Headmaster receiving such a duplicate copy will make such enquiries as are possible to find out where the holder has been during the time which has elapsed between the date of withdrawal from his previous school and the date of issue of the duplicate copy. Such duplicate copies should be clearly superscribed 'Duplicate'.

Grant of leaving certificate : The authority to whom a proper application for a leaving certificate is addressed must grant the certificate within three days, or if he thinks fit to withhold the certificate, he must state in writing reasons of his refusal to the applicant. Copies of all elaving certificates issued must be kept in the school records.

Reasons for which leaving certificate may be withheld : A leaving certificate for which proper application has been made can only be withheld for the following reasons :

(1) If the pupil is leaving the school for disciplinary reasons i.e., owing to rustication or expulsion or in order to avoid punishment.

(2) If the school fees or other dues of the pupil are not fully paid.

Note : (i) In the former case, leaving certificate should be issued to pupil against whom a rustication order is operative until after the expiry of that order; but in such cases the penalty prescribed in the note to rule 13 not be imposed.

(ii) In the latter case, if the dues are paid within three months of the pupil's withdrawal, the leaving certificate should be granted. If the dues are paid after three months, an additional fee should be levied before the leaving certificate is granted. This fee shall be at the rate of Rs.2/- and Re.1/- per mensem subject to maximum of Rs. 10/- and 5/- in the case of High and Middle Schools respectively.

(iii) When a pupil has held a scholarship or fee remission under express stipulation in writing, signed by himself and his father or guardian that the whole or any portion of the sum drawn by or remitted to him shall be refunded to the school in case of withdrawal from it within a stated period, the leaving certificate should be withheld until the sums so due have been repaid.

Appeal against refusal of leaving certificate : If a leaving certificate is refused an appeal shall lie to the Inspector or Inspectress in the case of High Schools and to the District Inspector/Assistant Inspectress in the case of Middle and Primary Schools or Maktabs and the decision of the Inspecting Officer shall be final.

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*The power has since been delegated to the District Inspector of Schools in terms of Govt. Order No. 90 Edn. dated 8.1.49. —Editor

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcuta 16

Circular No. S/513 Dated 1.9.1975

Sub : Maintenance of discipline in the Secondary Schools recognised by West Bengal Board of Secondary Education.

Deterioration in the standard of teaching and lack of discipline in schools in recent years have caused considerable concern and evoked public criticism from time to time. Complaints have been voiced by the public regarding late attendance. Suspension of classes on flimsy grounds, fall in the number of effective working days and various other matters detrimental to the cause of education. In order to stop such practices and restore proper climate in the field of Secondary Education, the West Bengal Board of Secondary Education has after careful consideration decided to take effective steps immediately.

All Secondary Schools recognised by the Board are directed accordingly to introduce and enforce rigorously the following measures with immediate effect :

(1) *Heads of institutions and all members of the staff, teaching and non-teaching must attend schools punctually at the appointed hour and must not leave before the school closes for the day.

(2) All teachers must take classes allotted to them regularly and they must come to their classes in time.

(3) There should not be absence from duty without prior permission from the Head of the institution. In case of absence due to emergency the leave application must be submitted to the Head of the Institution immediately after assumption of duty with proper explanation for such absence.

(4) All members of the staff, — teaching and non-teaching, must sign regularly the Attendance Register which is to be maintained by the Head of the Institution.

(5) Attending school more than 15 minutes later than the appointed hour by the teaching & non-teaching staff, must be recorded as late attendance. One day's casual leave will be deducted from the 'Casual Leave A/c.', against three day's late attendance in a month.

(6) Heads of institutions must make substitute arrangement as far as practicable to cover the absence of teachers. Loss of teaching time should be avoided as far as practicable.

(7) Instruction should be so organised as to cover the courses in time. Heads of institutions should keep a strict eye to see that this is enforced.

(8) Periodical examinations should be held regularly and results thereof announced in time.

(9) Progress Reports of student's performance should be prepared and sent to guardians regularly.

(10) No student should be allowed to enter the school more than 15 minutes

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Comment : * Should the Heads of the Institutions abide by the prescribed time for attendance, which is applicable to other staff? The Dist. Inspectors of Schools (SE) are not required to sign any Attendance Register. Heads of the Institutions are the whole time employees of the Institution. Any fixed routine work for them is an absurd thinking in the interest of the Institution. Moreover, as Headmaster and Joint Secretary of the school he is required to perform many other duties before and after school hours. In the circumstances, the questions of arrival and departure of the Head of the Institutions should not arise in the greater interest of the Institution. —Editor.

later than the appointed hour.

(11) Heads of institutions must submit monthly statements of attendace of staff to the Secretary to the Managing Committee. Quarterly Reports in respect of this statement should be submitted to the District Inspector of Schools concerned and copy of each should be sent to the Regional officer of the Board.

(12) Managing Committees of schools should take effective measures for enforcing the aforesaid directives, failing which appropriate action may be taken by the West Bengal Board of Secondary Education.

A. C. Biswas (Secretary)

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta-16

No. 10009/G / 081.5-28/112

Date 23.12. 77

To
The Secretary
Joynagar High School
P.O. Dore - Joynagar (Via - Sutahata). Dist. Midnapore

Re : Clarification of this office circular No. S/513 dated. 1.9. 76.

Ref : His letter No. 32/Misc/77-78, dated 20.9.75.

The undersigned is directed to state that the term (appointed hour) is mentioned in the Board's aforesaid circular and the time of commencement of classes are different. The appointed hour, for attendance of staff may be fixed by the Managing committee of the school which should be at least 15 minutes prior to the commencement of classes. He is further informed* that all the staff of the school are expected to join the school's 'Assemble Prayer'.

Sd/- S. N. Basak (for Secretary)

Comment : * Attendance of non teaching staff-clerks and Class IV staff comprise the non-teaching staff of the school. The Board has instructed them to attend to their duties in appointed hour. But what is the appointed hour for them? Should they follow the same time-table meant for the teaching staff? Suppose, if they decide to attend to their duties at 10-45 to 11 A.M., what will it happen about opening of the class rooms and office rooms? Headmaster's office work generally begins after 4 p.m. with the help of clerks and Class IV staff. How can the Heads of the Institution perform their duties, if and when the non-teaching staff of the school are expected to depart?

Late attendance — Attendance to school, fifteen minutes later than the appointed hour generally means attendance after 11 A.m. if the classes start from 11 A.m. But it has not been suggested or instructed, what should be the duration of late attendance? Should a staff be allowed to attend school as a late-comer with red-mark even after 11 a.m. or 11-30 a.m. or 12 noon ? It may be decided by the School Managing Committee only.

Late attendance by 15 minutes after the appointed hour in case of students has been debarred, but what about the teaching and non-teaching staff of the School ?

Has there been any serious and sincere attempt on the part of the Board or the Dist. Inspector of Schools (SE) regarding enforcement of the above rules ? —Editor.

*The above clarification of 'appointed hour' is more or less clear and indicative. No attendence at 11 a.m. is suggested under any circumstances. —Editor.

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta - 16

No. S/560 September 26, 1981.

CIRCULAR

Sub : *Further promotion of the improved academic atmosphere already attained in recognised secondary schools in West Bengal by the co-operative, disciplined performance of the teaching and non-teaching staff.*

In revision of the Board's Circular No. 513, dated 1 September, 1975 the Board, aware of the improved academic atmosphere in all recognized schools in West Bengal, calls for unremitting striving on the part of the teaching and non-teaching staff—all financially well underpinned by their revised pay scales and retiring benefits—not only to maintain it, but also to promote in further in the overriding academic interests of the growing generations given by Government the precious opportunity to receive free education from Class I to XII all over the state. It is a challenging task that calls not only for disciplined, dedicated performance of their allotted duties within the working hours of the school, but also for their working in co-operation with students and gurdians, whose tangible contribution to the restoration of peace and order in the academic field are worthy of commendation.

1. To the students, their teachers constitute the best conduit of disciplined conduct in classrooms as well as on the field. By their loving care and guidance, which finds eloquent manifestation in their punctual attendance in schools for taking their daily allotted classes as per the time-table, without dropping any unless compelled by sickness or absence due to pressing duties elsewhere, they can steady the faltering footsteps of their students in the right direction towards acquirement of knowledge and skills that will help open up before them new avenues of academic endeavours leading to the realization of their aspiration as well as to their recognition as socially useful citizens in future. To neglect or under-rate the social responsibility they have preferred to assueme out of their own linking is to show scant respect for their duty to help build a storng united India, the need of the hour as well as of the future.

In the context of this great social responsibility of theirs, they should observe the following directions in order to live up to the expectations of society :—

(i) Heads of institutions and all members of the staff, teaching and non-teaching, should attend schools punctually at the appointed hour and not leave before the school closes for the day.

(ii) All teachers should regularly take the classes allotted to them in the time-table and come to their classes on time.

(iii) In the larger interest of students, no teacher should refuse to take the class of an absent colleague if allotted, whenever necessary by the head of the institution.

(iv) Members of both the teaching and non-teaching staff should sign the attendance register on arrival in school. The register will be maintained by the head of the institution.

(v) If a teacher or non-teaching hand is marked for late attendance by 15 minutes for three days in a month, one day' casual leave shall be deducted from his casual

leave account. But the head of the institution may condone such late attendance if he is satisfied with the explanation offered.

(vi) They should not be absent from duty without the prior permission of the head of the institution. In case this permission is not taken for unvoidable circumstances, they should submit leave applications to the head of the institution immediately after resumption of duty with proper explanation for such absence.

(Please note that habitual late attendance or frequent absence from duty involves loss of precious teaching hours. Consequently, it is a great loss for the precious teaching hours. Consequently, it is a great loss for the school in terms of its reputation, for the students in terms of retardation of their academic progress and the guardians in terms of their diminishing respect for teachers and growing alarm over the uncertain prospects of their wards)

(vii) Teachers should participate in community assembly, it provided for in school, and co-curricular activities.

(viii) To monitor and maintain the well-measured rate of progress of students in their course of studies, teachers should go by the announced programme of periodical examination of the school, publish the results thereof in time and submit the progress reports to the head of the institution for transmission to the guardians for their knowledge, signature and comments, if any.*

(ix) In the interest of public examinations, the teaching staff should perform invigilation duty and the non-teaching staff perform other duties, as allotted to them, and both should co-operate with the head of the institution to maintain the sanctity of such examination strictly in conformity with the spirit and letter of the Examination Bye-laws of the Board.

(x) The Managing Committee should work in concert with the Staff Council and the Academic Council to maintain proper atmosphere in school conducive to the academic interests of students.**

Sd/- N.Sinha (Secretary).

WEST BENGAL BOARD OF SECONDARY EDUCATION

No. S/607 Dated, Calcutta, 21st June, 1982

Sub : *Proposal for obtaining approval in respect of disciplinary proceeding against any member of the teaching/ non-teaching staff of secondary schools under Rule 28 (8) and (8A) of the Management of*

Comment *All these good sermons get very little effect nowadays. Is there any other way out except persuasion or appeal to the conscience of the incumbents.

**The above circular is an elaborate expression of the previous circular of the Secretary of the Board of Sec. Edn. West Bengal. The Board has handed over the responsibility of implementation of the rules upon the Managing Committee, the Staff Council and the Academic Council. But who is to supervise the implementation of this pious scheme ? What fruitful response may be expected from teaching and non-teaching staff of the school, where they have been encouraged, to undertake public works, such as membership in the Assembly. Parliament, Municipality, Panchayet and other public bodies ? Are such types of public works that involve irregular presence, frequent absence, lack of attention and party politics etc., compatiable to sincere service in the educational institutions ? -Editor.

Recognized Non-Govt. Institutions (Aided and Unaided) Rules, 1969, as amended.

The Management of recognized secondary school is hereby informed that in the matter of submission of proposal seeking Board's approval for the initiation of disciplianry proceedings in respect of any member of the teaching/non-teaching staff of a schools under Rule 28 (8) and (8A) of the Management Rules the formalities as set forth below shall be observed :

1. The school management shall initiate disciplinary proceedings against any member of the teaching/non-teaching staff of the school in two stages as noted hereunder :

(a) First stage :

The procedure of the "first stage" shall comprise the following ad seriatim :

(i) Resolution of the Managing Committee containing the charges against the person to be proceeded against :

(ii) Formal charge sheet to be issued to the person containing the articles of charges as per resolution of the Managing Committee :

(iii) Reply to the charge-sheet by the person proceeded against to be submitted to the Managing Committee ordinarily within a fortnight from the date of receipt of the charge-sheet ;

(iv) Consideration of the reply by the Managing Committee and its decision thereon, with the underlying reasons for taking such decision to be stated in detail.*

The school management shall, thereafter, send to the Board their proposal along with attested copies of all relevant papers coming within the scope of 'First Stage' above.

If the Board considers there are sufficient grounds for taking disciplinary action against the person concerned on the absis of papers submitted by the school and also papers that may be subsequently called for, if necessary the Board will accord first approval to the school's proposal for initiating disciplinary proceedings against him/her.**

In all cases, the Board will acknowledge the school's letters on the subject at the earliest opportunity.

If no communication from the Board be received within one month of submission of the proposal regarding the punishment to be meted out to the teacher/non-teaching employee, the school concerned will meet the Secretary of the Board along with all relevant papers with a prayer for expeditious disposal of the case.

(b) Second stage :

Comment *In the Rules of School Management sponsored by the West Bengal Board of Secondary Education of 1969 and amended as such, in 1981, the provisions under Rule 28(9) (VIIa) for suspending a teacher or an employee pending drawal of proceedings against the person, does not corroborate with the context of the above circular. Suspension of any employee including the Head of the Insitution on the plea of so-called lapses subject to the approval of the Director of Secondary Education i.e., pending approval of the competent authority is a dangerous right given to the Managing Committee.

With the help of this weapon, any Managing Committee, which is dominated by group of party interest, can hackel the Head of the Institution at any time by placing him under suspension and thus harass him/her by way of character assassination. Though suspension is not dismissal, yet keeping one out of power, position and office is no better than detaining a person in a police custody without bail.

The procedure of the second stage, if necessary, shall comprise the following ad seriatim :

(i) On receipt of the Board's aforesaid approval, the Managing Committee shall issue a show-cause notice, on the basis of their resolution, to the person concerned ordinarily withing a fortnight, specifying the nature of the punishment proposed to be awarded to him/her, as provided under Rule 28 (8) or (8A).

(ii) On receipt of the person's reply to the show cause notice. the Managing Committee shall consider the reply in its meeting and take a decision thereon in the form of a resolution.

(iii) The school management shall thereafter forward all relevant papers as mentioned in (i) and (ii) above, to the Board for consideration ordinarily within one month of the reply to the show cause notice, as indicated under (b) (ii).

The Board will then consider the case in all its aspects, decide it finally and communicate its decision to the school authority for implementation. The decision of the Board on the matter is final and binding upon all concerned.

2. The school management shall not remove any person from service or award by punishment **without the prior approval of the Board and without following the procedure** indicated under Rule 28(8) and /or (8A) of the Management Rules as elaborated in item 1 above.

3. All communications relating to the aforesaid matter shall be sent to the Secretary of the Board by name, with the **supercription "Disciplinary Proceedings " written legibly on the envelop.**

4. In all cases the Board will acknowledge the school's letters on the subject at the earliest opportunity.

5. If no communication from the Board be received within one month of submission of the proposal regarding the punishment to be meted out to the teacher/non-teaching employee, the school concerned will meet the Secretary of the Board along with all relevant papers with a prayer for expeditious disposal of the case.

Sd/- N. Sinha
(Secretary)

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta-700 016

Dated 25.5.83

No. 4967/G
The Headmaster
Boso Priyanath High School
P.O. Boso, Dist. Hooghly

Sub : *Query regarding school's administration*

Ref : His letter No. 25/Hdm./82-83 dated 6.7.82.

The undersigned is directed to reply to his query in his letter reference as stated below seriated :—

Query	Reply
1. Whether the Headmaster of a High School is legally bound to inform the local police of all the cases of missing of the things, viz, Umbrella, Khata, Pens, Shoes, Bycycles etc., in the School premises within the school hours ?	1. The Head of the Institution is free and competent to take appropriate action to prevent stealing inside the school premises.
2. Whether the Headmaster has authority to circulate the matter among the students and the staff of the school ?	2. The Head of the Institution has the full authority to circulate the matter of stealing among the students and the staff of the school with suggestions for the prevention of such things.
3. Whether the Headmaster has authority to investigate into the matter to find out the guilty by himself or by the help of his staff and students ?	3. He or she is competent to enquire into the matter either by himself/herself or with the persons of his/her choice. The thefts of valuable articles, viz, bycycles, watches etc, are to be reported to the police authority.
4. Whether the Headmaster has authority to judge and impose punishment on the students, if necessary.	4. He or she has the authority to award light punishments. But heavy punishments for serious offences are to be awarded with the approval of the school authority.

Sd/- K.N. Ganguly
for Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta - 16

No. 6136/G / G 10.261/112 Date 29.6.83

To
The Secretary
Sibpur Bhabani Balika Vidyalaya
10, Amritalal Mukherjee Lane,
Sibpur, Dt. Howrah.

Re : Powers and functions of the Staff Council constituted under Rule 29 of the Mangement Rules 1969, as amended.

Ref : His letter No. SBBV (HM) 50/83 dated 29.4.83 forwarding a copy of letter No. SBBV (HM) 44/83 dated 7.4.83.

In reference to his query contained in his letter No. SBBV (HM) 44/80 dated

7.4.83, a copy of which was forwarded to above, his letter No. SBBV (HM) 50/83 dated 29.4.83 referred to above, the undersigned is directed to state that it is necessary for the Secretary of the Staff Council to keep the President of the Staff Council, who happens to be the head of the institution fully informed of the details of all items on the agenda placed for consideration at a meeting of the Staff Council,* mainly concerning the academic and developmental problems of the institution.

With regard to his second query, it may be stated that the members of the Staff Council cannot authorize the Secretary of the Staff Council, or for that matter any member of the staff, to go out of the school for duties connected with the school. Such duties outside the school may, however, be delegated to a member of the staff by the head of the institution. Please note that the relevant rule does not contemplate that the Staff Council will rival the powers and duties of the head of an institution.

Sd/- N. Sinha
Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2 Park Street, Calcutta -700 016

Dated 29.4.88

Circular No. 8/339

From : Prof. Sudhin Chattopadhyay, (Secretary)

To : The Secretary
Shibpur Bhawani Balika Vidyalaya,
10, Amrita Lal Mukherjee Lane, (Howrah-2)

Sub : *Late attendance of teaching and non-teaching employees of the school.*

Dear Sir,

I am directed to state that the Board through its Circular No.S/560 dated 26.9.81 prescribed some norms towards further improvement of the academic atmosphere in Secondary Schools in the State, Para 2(V) of the said Circular prescribes that if a teacher or non-teaching employee is marked for late attendance by 15 (fifteen) minutes for 3 (three) days' in a Calender month, one days' Casual Leave shall be deducted from his amount of Casual Leave. But the Head of the Institution may condone such late attendance if he/ she is satisfied with the explanation offered.

Now the question has been raised as to the procedure of dealing with cases of such late attendance by a teaching or non-teaching staff of the school who has already exhausted his/her Casual Leave in full.

The matter was placed before the meeting of the Board for consideration where

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Comment *As regards powers and functions of the Academic and Staff Council, it appears from the contents of the Rules that the instructions are not mandatory in nature. The powers in arriving at any significant matter are of a recommending nature. Though the council has not been given any authority to flout the opinion of the Head of the Institution, yet the members are given scope to plead their cause in the Managing Committee level to have it binding on the Head of the Institution in the shape of a Managing Committee decision.

The formation of the Staff Council and the Academic Council has no doubt lessened the burden and troubles of the Head of the Institution in facing so many odd problems of school administration, but in practice, the heads of the Institutions have turned into personalities lacking in initiative, and creative aspects, rather an officer of an adjustment or compromise in almost all decisions. —Editor

it was decided that Casual Leave for one day shall be deducted for every three days' late attendance in a Calender month by a teaching or non-teaching Staff. In case the Casual Leave account is exhausted and the incumbent concerned comes late he/she shall be asked to apply for one days' Half Average Pay Leave' for each 3 (three) days' late attendance in a Calender month . If he/ she fails or declines to apply or if there is no such leave due to his or her credit then he/ she will be granted 'leave without pay' @ one day's leave for each three days' late attendance in a calender month.

Yours faithfully,
Sd/- Sudhin Chattopadhyay, (Secretary)

No. F.18-1/87-Sports-IV
GOVERNMENT OF INDIA
MINISTRY OF HUMAN RESOURCE DEVELOPMENT
(Department of Youth Affairs & Sports) New Delhi

Dated the 9th March, 1987.

To : The Secretaries,
Education Department,
All State Government/UT Administration.

Sub : Special leave of absence from Schools/Colleges to students for participation in sporting events-regarding.

Sir,

I am directed to say that it has come to the notice of this Department that there are several schools which are very instant on fulfilment of the stipulated attendance in schools even in the case of outstanding sports persons. As a result, sports persons are not allowed special leave of absence from schools, colleges for participation in sporting events and coaching camps, etc. This has resulted in problems to many boys and girls who are very good at the National Level to come to the coaching camps etc. In view of the above position, it has been decided in consultation with the Deptt. of Education of this Ministry that the Schools/Colleges should be requested that special leave of absence from Schools/Colleges should be allowed to students to enable them to participate in State, National and International level sporting tournaments and also for attending coaching camps in preparation of these tournaments. The facility of special examination may also kindly be provided to sports persons in case they have not been able to take up regular examinations due to their having to participate in State/National and International level sporting competitions or coaching for this purpose.

2. The above instructions may kindly be brought to the notice of all concerned schools, colleges and other institutions.

Yours faithfully,
Sd/-S.K. CHATURVEDI
Joint Secretary to the Govt. of India.

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta 16.

Circular No. S/1110 Dated : 25.8.1987

From : The Secretary,
West Bengal Board of Secondary Education.

To : The Heads of All Secondary Schools under this Board.

Sub : Duties & Functions of teachers of a Secondary School.

The undersigned is directed to state that the Board for some time past had been moved to clarify the duties and functions of a teacher of a Secondary Schools—such as invigilation duty in examinations of the School, evaluation of answers scripts, works relating to publication of results, writing of progress reports etc.

The matter was placed before the 24th meeting of the Board dated 18th December, 1986 as it involves the educational process as a whole.

After prolonged deliberations on all aspects of School education it was resolved that all works and activities centering round the education of a student—such as teaching in class room followed by setting of question papers, invigilation duty in examination room, evaluation of answer scripts, recording of marks, writing of progress reports and performing invigilation duties in examinations conducted by the Board and other duties related to the process of School education fall within the bounden duties and functions of a teacher serving in a Secondary School.

The Heads of Institutions are requested to bring this Circular to the notice of all concerned.

Sd/- Sudin Chattopadhyay
Secretary.

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta 16

No: S/401 Dated May 24, 1988.

To : The Heads of all recognised School
(X Class & XII-Class) under the Jurisdiction of the Board.

Sub : Suspension of Classes during the period of holding different types of examinations.

Dear Sir,

I am directed to draw your immediate attention to the subject note '-above and to state the following particulars for the sake of your guidance.

That unless otherwise permitted, no class of a school is to be kept suspended on account of holding examination other than those, conducted by the W.B. Board of Secondary Education and W.B. Council of Higher Secondary Education. If any other organisation approaches you to use your school premises, the proposal should be forwarded to the Board with your comments, necessary permission will be given by the Board only.

That the period, during which the Madhyamik Examination or Higher Secondary Examination is held in a school, cannot be treated as holidays. As such, all the members of the teaching and non-teaching staff of the school should attend the

school as usual during the period of holding the above noted examination in a school. Efforts may also be taken to hold classes to the extent possible.

That, the same procedure as stated in Paragraph 2 above should be followed in case of holding different types of school examinations.

That, classes should not kept suspended in the school for enabling the student to prepare for their annual examination or for any other school activities.

Yours faithfully
(Sudin Chattopadhyay (Secretary)

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta 700 016.

Circular No. S/601 Date : 29.4.89

To

The Headmaster,
Laban Hrad Vidyapith,
AD Block, Salt Lake, Calcutta 700 064.

Sub : Late attendance of the teaching and non-teaching staff of the School
Ref : Your letter dt. 14.3.89.

Dear Sir,

In reply to your query as contained in your letter under reference I am directed to state the following :-

According to para 2(v) of Board's Circular No. S/560 dt. 26.9.81 if a member of the teaching or non-teaching staff of the School is marked for late attendance for 3 days in a calender month, one day's Casual leave shall be deducted from his/her account of Casual leave. If, however, the member concerned has already exhausted his/her Casual leave, he/she will apply for other leave admissible under the Rules.

Para V of Board's Circular bearing No SO/574 dt. 28th November 1981 (re: Revised Syllabi in Work Education and Physical Education etc) states—Daily Assembly involving all the staff and students should be introduced in every school complusorily for 10 minutes before the start of classes in the School compound or in any convenient place.

According to the instruction as noted above 'Daily Assembly' is a part and parcel of the daily routine of the School. Hence School-hour begins 10 minutes before the start of class room- teaching.

For example in the case of a day school of which class room teaching starts at 11 A.M. appointed hour or School-hour shall be counted from 10.50 A.M. and thus a teaching and non-teaching staff of the School shall be allowed to attend School upto 11-05 A.M. without late marking. In no case shall a member of the teaching or non-teaching staff be allowed to attend School after 11.20 A.M. (In the case of day school).

(in the case of morning school late attendance of teaching and non-teaching staff shall be decided as per above criteria),

Yours faithfully,
SUDIN CHATTOPADHYAY (Secretary)

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta 700 016.

Circular No. S/879 Date: 10.11.89

Sub : *Appointed Hour, Commencement of class teaching, Daily Assembly and Late Attendance of Staff in Schools.*

In supersession of all previous circulars on the above points the Heads of Institutions are requested in be guided by the following instructions of the Board.

Head of an Institution and all members of the Staff, teaching and non-teching, should attend School at the appointed hour and shall not leave before the School closes for the day.

The appointed hour of a School shall be 15(fifteen) minutes before the commencement of the class teaching.

Daily Assembly shall start at 10 (ten) minutes before class teaching. Attendance at Daily Assembly shall be complusory for all teaching and non-teaching staff including the Head of the Institution.

Late attendance shall be counted from the start of class teaching (i.e. 15 minutes after appointed hour) upto half an hour from it and no staff will be allowed to record his or her attendance after half an hour from the start of Class Teaching.

Head of an Institution may condone such late attendance if he or she is satisfied with the explanation offered by the staff concerned.

One days' Casual Leave will be deducted for every 3 (three) days' late attendance in a Calendar month. In case the Casual Leave account of a staff is exhausted and the incumbent concerned comes late he/she shall be asked to apply for one days' "Half Average Pay" leave for each three days' late attendance in a Calendar month. If he/she fails or declines to apply for such leave or if there is no such leave to his/her credit then he/she will be granted 'Leave without Pay' one day's leave for each 3 (three) days' late attendance in a Calendar month.

(Sudin Chattopadhyay)
Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta - 16

No. S/19 Date 19.1.91

From : Prof. Sudin Chattopadhyay, Secretary
West Bengal Board of Secondary Education

To : The Heads of all recognised Secondary Schools of the State

Sub : *Participation in the Literacy Drive Programme by the teachers and non-teaching employees of Secondary Schools.*

Dear Sir,

You are aware that the State Govt. has launched a massive programme for

eradication of illiteracy throughout the State in which a large number of teaching and non-teaching employees of Secondary Schools are taking part in different districts to make the programme a success.

The Board has been approached to make provision so that absence from School of those teachers and non-teaching staff for attending the said programme may be treated as on duty.

The issue was taken up for consideration by the Executive Committee of the Board at its meeting held on 15.12.90. It has been unanimoudly decided that absence of teachers and non-teaching emplyees of recognised Secondary Schools from School for taking part in the said programme for eradication of illiteracy in any way or capacity may be treated as 'on duty' provided they produce certificate of attendance before the School authority either from the District Social Education Officer of Sabapati of Panchayet samity, Chairman of Municipality, concerned Officer of Corporation as the case may be.

This is for your information & necessary action

Yours faithfully
Sd/- Sudhin Chattopadhyay
(Secretary)

9 LEAVE RULES

BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 46/55 Dated the 12th September, 1955

Sub : *Leave Rules for teachers of High Schools*

It is notified for information that the following leave rules are to be followed in granting leave to teachers of High Schools recognised by the Board pending any further modifications which will be communicated, if necessary, on receipt of approval of the State Government. In case of unaided schools the Board do not take any financial responsibility regarding the leave salary.

Leave Rules *

1. A Headmaster or a teacher shall be entitled to the following leave, namely :
   - (a) leave on medical certificate, granted by a registered medical practitioner, on average pay for 15 days for each completed year's service spent on duty, subject to the maximum of 12 months for the whole service ;
   - (b) leave on half average pay for 15 days for every 12 months ; provided that such leave will not be allowed to accumulate for more than two months ;
   - (c) maternity leave for six weeks on full pay, and six weeks on half pay, inclusive of intervening holidays, if any ; provided that the teacher is in permanent service of the school ; provided further that such leave shall not exceed total period of one year during the entire period of their service.
   - (d) leave on full average pay, for half the period that a teacher is in charge of the school for more than fifteen days at a time during the long vacations ;
   - (e) extra-ordinary leave without pay, at the discretion of the Managing Committee, for a period not exceeding two years.

BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 33/57 The 11th September, 1957

Re : *Granting of leave to part-time teachers of Secondary Schools.*

The undersigned is directed to state that the part-time teachers of Secondary Schools will not be entitled to any leave excepting Casual Leave under the Leave Rules embodied in this office Circular No. 46/55 dated the 12th September, 1955.

Comment *Please compare the 'Leave Rules' amended as such vide circular No $\frac{\text{1541-Edn.(S)}}{\text{21-2/77}}$ dt. 15th Dec., '77.

The Managing Committee or the Administrator, as the case may be, shall grant leave according to rules.

N.B. Clerks appointed on a substantive basis are also entitled to such leave as provided for the teachers. -Editor

BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 39/57 Dated Calcutta, the 16th October, 1957

Sub : Leave Rules for Clerks of High Schools

It is notified for information that the following leave rules are to be followed in granting leave to clearks of High Schools recognised by the Board pending any further modifications which will be communicated, if necessary, on receipt of approval of the State Government. In case of unaided schools the Board do not take any financial responsibility regarding the leave salary.

Leave Rules

1. A clerk shall be entitled to the following leave, namely :
   - (a) leave on medical certificate, granted by a registered medical practitioner, on average pay for 15 days for each completed year's service spent on duty, subject to the maximum of 12 months for the whole service ;
   - (b) leave on half average pay for 15 days for every twelve months : Provided that such leave will not be allowed to accumulate for more than two months ;
   - (c) meternity leave for six weeks on half pay, inclusive of intervening holidays, if any ; provided that the clerk is in permanent service of the school ; provided further that such leave shall not exceed total period of one year during the entire period of the service ;
   - (d) leave oh full average pay, for half the period that a clerk has to attend the school for more than fifteen days at a time during the long vacations ;
   - (e) extra-ordinary leave, without pay, at the discretion of the Managing Committee, for a period not exceeding two years.
2. No leave can be claimed as a matter of right.
3. In exceptional circumstances, special leave on full or half pay may be granted by the Managing Committee, with the previous approval of the Board for a period not exceeding eighteen months, during the whole period of a clerk's service.
4. In addition to the provisions, casual leave for short periods may be granted to a clerk at the discretion of the sanctioning authority ; such casual leave may not exceed fifteen days in a year, and ordinarily shall not be for more than five days at a time ;

Provided that such leave shall not be affixed or prefixed to a vacation or any other leave ;

Provided further that holidays shall be included for calculating the maximum leave allowable, if holidays be part of the casual leave.*

Technically, an employee of the school on casual leave is not treated as absent from duty and his pay is not interrupted.

BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 4/58 Dated the 10th February, 1958

Ref : Special leave to teachers and clerks of Secondary Schools

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Comment *Vide Amendment [2], para 2 of Circular No:15/66 dated 25.7.66. — Editor

In continuation of the Board's Circular No. 46/55 dated 12.9.55 and No. 39/57 dated 16.10.57, the undersigned is directed to state that the Headmasters/Head-mistresses, teachers and clerks of High Schools serving as Jurors in Law Courts or attending the Examiners' Meeting of the Board will be considered as on duty, and they will be entitled to full pay during such absence.

BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 40/58 Dated Calcutta, the 26th Dec, 1958

Sub : Leave rules for teachers of High Schools(Clacifiaction of Special Leave)

1. The attention of Heads of all recognised High Schools of West Bengal, in invited to clause 3 of the Leave Rules of teachers of High Schools incorporated in the Office Circular No. 46/55 dated 12.9.55 in which there is a provision for granting special leave on full or half pay in exceptional circumstances with the previous approval of the Board. It is, however, found that special leave is recommended by the Managing Committees of High Schools in cases which came up in the ordinary course of events, viz., marriage, death or sraddha or ordinary* illness etc., and are not considered to be arising out of exceptional circumstances.

   (a) As a clarification of the said clause, it is notified that leave under clause 3 may be granted by the Board to a teacher suffering from prolonged illness, such as tuberculosis, injury to limbs requiring plastering etc., making him bedridden for a long time, which he has exhausted all other leave due to him.

   (b) It may also be noted that study leave on full pay under clause 3 may be granted to a teacher intending to appear at an examination for the period of the examination and a week prior to its commencement. Study leave of any other nature shall, however, not be granted to any teacher under the said clause.

2. In this connection, it may be noted that absence arising out of service as a Juror in a Law Court or for attending the Head Examiner's Meeting of the Board or for having an interview with the Board, if called by the Board should be treated as on duty.

3. Teachers who will be required to join a Seminar organised or sponsored by the All India Council, State Govt. or by the Board, will also be treated as on duty for the period of their attendance in the Seminar, and they may also be granted compensatory leave for attending the Seminar on holidays.

BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 10/62 Dated the 30th May, 1962

Sub : Leave rules for Superannuated teachers in Secondary Schools.

It is notified for information that the following Leave Rules will henceforth govern leave of superannuated teachers of Secondary Schools recognised by the Board.

Comment *Marriage, death and Sradha' are not accepted as a part of special leave. The question arises if such leave is not considered as 'Special leave', it may come within the scope of causal or Medical leave. Medical leave, because, the son or daughter of Hindu/Muslim father/mother feels sick during the period of 'Aushaj' in question. - Editor.

1. A superannuated Headmaster or a superannuated teacher shall be entitled to the following leave :—

(a) Leave on half average pay for 15 days for each 12 months' service rendered after attaining the age of superannuation ;

Provided that such leave (including the unenjoyed leave on half average pay in terms of Clause 1(b) of the Leave Rules contained in Board's Circular No. 46/55 dated 12.9.55. (if any) will not be allowed to accumulate for more than two months.

(b) In case of actual illness certified by a Registered Medical Practitioner leave or medical certificate for a period not exceeding 15 days for each 12 months' service rendered after attaining the age of superannuation, provided, further service is expected on expiry of leave, and residue, if any, of the medical leave due on the date of superannuation may be taken into account if so required to arrive at the maximum of 15 days before it becomes due ;

Provided that such concession will not be allowed for more than once to a teacher for each year of extension of service.

2. Same as provided in Clause (b) above, a superannuated teacher will not be allowed any leave on medical certificate for service rendered after superannuation, nor will he be allowed any benefit of medical leave [as per clause (1) *(a)* of the Leave Rules contained in Circular No. 46/55 dated 12.9.55] lying at his credit on the date of supernannuation.

3. The Managing Committee of a schools is competent to grant leave to a superannuated teacher according to the above rules without reference to the Board. No leave can be claimed as a matter of right.

4. In addition to the above provisions, casual leave for short periods may be granted to such a teacher at the discretion of the sactioning authority ; such casual leave may not exceed fifteen days in a year, and ordinarily shall not be for more than five days at a time.

Provided that such leave shall not be affixed or prefixed to a vacation or a holiday or any other leave :

Provided further that holidays shall be included for calculating the maximum leave allowable, if holidays be part of the casual leave*

Technically an employee of the school on casual leave is not treated as absent from duty and his pay is not interrupted.

WEST BENGAL BOARD OF SECONDARY EDUCATION

77/2, Park Street, Calcutta - 16

No. $\frac{9543/g}{053.2.251/173.3}$ Date 29.5.1972

Comment : * Vide Amendment in [2], para 2 of Circular No. 15/66 dated 25.7.66.

The contents of the above circular no longer hold good since in the Circular of the Board No.S/342 dt. 24.4.79, it has been clearly stated in the second paragraph of the circular to the effect that teachers and non-teaching staff on extension of services may be granted all kinds of leave as contemplates under leave rules. -Editor.

To
The Headmaster,
Hooghly Gourbari Harijan Vidyamandir,

Sub : Clarification of Leave rules.

Ref : His letter dated 11.4.72.

In reference to the above subject the undersigned is directed to state the following :—

(1) Whether a teacher can enjoy study leave twice in a year, say for example, if a teacher intends to appear in the B.A. Examination and in Kabyatirtha Examination in the same year — There may not be any objection.

(2) Whether a teacher can enjoy study leave for Test Examination, Final Examination and Practical Examination (in case of Science candidate) — Yes.

(3) Whether a teacher can enjoy study leave more than once for the same examination i.e. in case of plucked candidates — A teacher may be granted study leave not more than twice for the same examination.

(4) Whether earned leave can be commuted — There is no such provision.

N. Mazumdar (for Secretary)

GOVERNMENT OF WEST BENGAL
Education Directorate

Office Memo No. 473-A 18th January, 1973.

The normal deputation period for the B.T. or B.Ed., Training for the academic session generally commences every year from 1st July and end on 15th May next year. During the last few years, the said B.T. or B.Ed. Examination are not being held due to some unavoidable circumstances within the stipulated period mentioned above. Consequently the deputed teachers thus without being finally examined by the University are required to come back to their respective schools after the completion of the course (i.e. 15th May every year). But when the said B.T. or B.Ed final Examination is held afterwards at a later date, they (deputed teachers) are again required to leave the school to sit for the examination.

In consideration of the facts stated above, this Directorate considers it necessary to allow these teachers to remain away from the school to sit for the said B.T. or B.Ed. Examination and to treat them as if they are on duty during their absence from school. The period of absence on the above account may include 7 days for preparation and going to the Examination Centre, plus the number of days required for the examination and return therefrom. But the period of absence from the school on this account must not exceed 30 days in all.*

In issuing this order there is no financial commitment.

Sd/- N. R. Kar

Director of Public Instruction, West Bengal.

Comment *On view of the circular noted above, it tends to show that a teacher on deputation for B.T./B.Ed. training is entitled to Study leave upto 15th May, but if he/she cannot resume his duties on the 16th of May for his examination, he will be treated as on duty. Again, if the B.T./B.Ed. Examinations is held later on, the concerned deputed teacher will get 'study leave' as per rule. -Editor.

GOVERNMENT OF WEST BENGAL

Home department, Political

From : Shri S.B.Majumdar
Joint Secretary to the Govt. of West Bengal.

No. 9105-P Calcutta, the 16th Sept.'75

Sub : *'Question of grant of concession of recess to Muslim employees on Fridays to say the Jumma Prayer and the concession of earlier hour of departure from office during the month of Ramzan.*

The undersigned is directed to state that the Muslim employees of the State Government may leave office at 4-00 P.M. during the month of Ramzan. Copy of Order no. 8141-8171. A dated 19/10/1921 issued in this respect by the then Government of Bengal is enclosed.

The said order has not been modified or cancelled and is recirculated for information and guidance of all concerned .

Sd/- S.B.Majumdar
Jt.Secy.to the Govt. of West Bengal.

NOTIFICATION

No. S/127 February 26, 1976.

Many Headmasters/Headmistresses and Asst. Teachers of schools recognised by the West Bengal Board of Secondary Education have been appointed Head Examiners/Examiners/Scrutineers in connection with the examinations in Work Education, Physical Education & Social Service and Oral Examinations in different subjects. Hence they will have to remain absent from their normal duties for their movement to the Examination Centres, as also for organising and holding such examinations. It has been represented to the Board that their absence from duty should be regularised either by granting them special leave or by treating their absence as on duty. In view of the fact that the duties entrusted to them are related to the examinations of the Board, it has been decided after careful consideration that their absence from school for the purposes be treated as leave on duty.

Secretary
W.B. Board of Secondary Education

WEST BENGAL BOARD OF SECONDARY EDUCATION

77/2, Park Street, Calcutta 16

No. 9452/G / 080-252/173 Date 2.12.77

To
The Secretary,
Serampore Town Academy
35, Nabakrishna Guin Lane,
P.O. Serampore,Dist. Hooghly

Sub : *Service of Sri Sourendra Mohan Ghosh, Asst. Teacher in more than one school at a time.*

Ref : Your letter No. 40/77 dated 28.9.77

Dear Sir,

Pursuant to the order of the Administrator of the Board, I am directed to state that the Board is unable to accord approval to the part-time appointment to the above-named teacher in the Higher Secondary Section of Serampore Union Institution, Hooghly, in consideration of the fact that it will be very difficult for the teacher concerned of the school to do part-time teaching in class XI and XII of another school at the same time.

Yours faithfully,
S.Bose, (for Secretary)

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
Secondary Branch

No. $\frac{1541-\text{Edn.(S)}}{21-2/77}$ Dated Calcutta, the 15th December, '77

NOTIFICATION

In exercise of the power conferred by Sub-section (1), and in particular by clause (d) of sub-section (2), of section 45 of the West Bengal Board of Secondary Education Act. 1963 (West Bengal Act V of 1963), the Governor is pleased hereby to make, after previous publication as required by sub-section (1) of the said section, the following amendments in the Management of Recognised Non-Government Institutions (Aided and Unaided) Rules, 1969 (herein after referred to as the said rules) :

AMENDMENTS

In the said rules,

(a) after clause (i) of sub-rule (9) of rule 28, add the following note, namely :

"Note— The Committee shall grant leave according to rules shown in the appendix. "

(b) after rule 33, add the following appendix ;

Appendix

(Vide Note below clause (i) of sub-rule (9) of rule (28)

Rules for the grant of leave to the teaching and the non-teaching staff of recognised non-government Secondary Schools other than Sponsored Schools or any other School or Class of School as the State Government may specify.

1. (a) "Leave" means except in the case of casual leave absence from duty attached to the tenure of the post. There may be the following kinds of leave admissible to a teacher or a nonteaching employee of an institution :

   (i) Casual leave

   (ii) Leave on half average pay

   (iii) Leave on medical grounds

   (iv) Special leave in exceptional circumstances

   (v) Compensatory leave

(vi) Extraordinary leave

(vii) Maternity leave

(viii) Quarantine leave.

Note : (a) No leave can be claimed as a matter of right.

(b) Absence of a teacher attending duties as Junior in a Law Court or Head Examiners' Meeting of the Board or having an interview with the Board, if called for by the Board, or if required, to join a seminar organised or sponsored by the all India council, State Government or by the Board, shall be treated as on duty.

(c) "Medical Certificate " means a certificate granted by a Registered Medical Prectitioner in the following form —

"1,........after careful personal examination of the case certify that..........whose signature is given above is suffering from............and I consider that a period of absence from duty of .... is absolutely necessary for the restoration of his or her health."

Date ....

Government Medical Officer
or
Registered Medical Practitioner.

A similar certificate may be necessary when a teacher or a non-teaching employee is declared fit to rejoin his duties.

(d) "Average pay" means the average of basic pay for the period of twelve months immediately preceding the date on which the teacher or the non-teaching employee proceeds on leave.

(e) "Teacher" means a Headmaster/Headmistress, Assistant Headmaster/Assistant Headmistress and any other approved member of the teaching staff.*

2. **Casual Leave**

Casual leave shall not be treatd as absence from duty and there shall, consequently, be no interference with the rate of emolument of the teacher or the non-teaching employee concerned.

A teacher or a non-teaching employee of the school may have 14 days of casual leave in a calendar year. The casual leave may be affixed or prefixed to any holiday or Sunday but the total period including the holiday or Sunday shall not exceed 7 days at a time. Sundays and holidays falling within the period of casual leave shall not be counted as a part of the casual leave ;

PROVIDED casual leave shall not be affixed or prefixed to any long vacation.

Comment *'No leave can be claimed as a matter of right.' This statement is no better than a force. If this statement is given full importance, the authorities may or may not comply with the prayer of the incumbent. If leave is not treated as 'right' teachers or non-teaching staff have also no right to demand leave in question. But it is a matter of fact that employees of the School are found to claim leave and they also do enjoy 'leave' irrespective of the attitude of the management.

Casual leave—Casual leave of 14 days instead of 15 days, as it was in the past, is now admissible to part time, temporary or permanent staff of the school for one calender year of service. One is to earn 'leave' before one applies for any leave. No advance leave can be sanctioned. However, what does it happen when leave is not due ? Naturally, one is to go without pay for absence, if such leave is not due. But however, one may be allowed such casual leave with full pay, whenever it is earned during the whole calender year.

-Editor.

3. **Leave on half average pay**

A teacher or a non-teaching employee of school may be granted 15 days' leave on half average pay in a year of service ;

PROVIDED that the total period of leave on half average pay which may accrue to the credit of the teacher or the non-teaching employee shall not exceed two months ; PROVIDED further that during such period a teacher or a non-teaching employee shall be entitled to a leave salary at the rate of half of the average pay.

4. **Leave on Medical ground**

A teacher or a non-teaching employee of a school may be granted 15 days' leave on medical ground for each completed year of service spent on duty, on production of medical certificate from a Medical Officer or a Registered Medical Practitioner with the application for leave and a fit certificate at the time of resuming duties.

The total period of leave on medical ground, which may accrue to the credit of a teacher or a non-teaching employee shall not exceed one year, that is, 365 days during the whole period of service in a school or schools.

During the period of leave on medical ground the teacher or the non-teaching employee will get a salary at the rate of full average pay.

5. **Special leave in exceptional circumstances**

In exceptional circumstances a teacher or a non-teaching employee of a school may be granted leave not exceeding 18 months ; provided the whole case is reported to the Board with a concercte proposal which shall have to be approved by the Board.

Note : (i) Leave under rule 5 may be granted with the approval of the Board to a teacher or a non-teaching employee of any school suffering from prolonged illness, such as. Tuber-culosis, injury to limbs requiring plastering etc. making him or her bed-ridden for a long time, when he or she has exhusted all other leave due to hem or her.

(ii) Leave on full pay under rule 5 may be granted to a teacher intending to appear at an examination for the period of examination and a week prior to its commencement.

A study leave of any other nature shall, however, not be granted to any teacher under this rule.

Leave on Half average pay: It is otherwise, known as Earned Leave. It is admissible only when no other leave is due. Total period of such leave is available for two months only. If it is exhausted or consumed by the incumbent, the incumbent is to earn again for one's use.

Half of the average pay' means absence for 30 days may yield 15 days' fully pay.

Leave on medical ground—Only employees appointed on substantive basis may claim medical ground. Medical leave counts from the date of joining the Institution, but not from the begining of the academic year, as it is in the case of counting for' casual leave'.

Medical Certificate will not be required if absence on medical ground is upto three days at a time.

An incumbent is to earn medical leave as per rules in order to consume such leave. No advance medical leave is admissible under rules. An incumbent may enjoy 15 days' medical leave in a year if the leave is due at his audit. This does not mean that he can enjoy 15days' M.L. every year during the entire period of service. The incumbent may enjoy 15 days M.L. year by year upto the limit of 365 days by 25 years, of services. But if and when the said leave is exhausted, he may seek for 'earned leave'. And if no other leave is due at his credit, he is to apply for leave without pay. See subsequent circular No.9327/G dt. 8.11.83. in the Leave Chapter. —Editor

(iii) Subject to Notes (i) and (ii), the period of leave may be granted on half averate pay (or full average pay by the Managing Committee with prior approval of the Board).

6. Compensatory leave*

A teacher or a non-teaching employee of a school may be granted compensatory leave for half the period he or she may be required to attend the school for duty during a long vacation or holidays provided he or she attends the school at least seven days during such vacation or holidays.

7. Extraordinary leave

If for any unforeseen reason a teacher or a non-teaching employee or a school fails to attend his or her duties and if there is no other leave due at his or her credit he or she may be granted leave without pay at the discretion of the Managing Committee for a period not exceeding two years.

8. Maternity leave*

(1) Maternity leave may be grnated to a permanent female teacher or a non-teaching employee, on full pay, for a period which may extend upto the end of three months from the date of its commencement or to the end of six weeks from the date of confinement, whichever is earlier.

(2) Maternity leave may also be granted to a temporary female teacher or non-teaching employee, on full pay, upto four weeks prior to the date of confinement and four weeks after the date of confinement.

PROVIDED that she has been in service for at least nine months immediately preceding the date of delivery.

(3) Maternity leave may also be granted to a female teacher or a non-teaching employee in case of miscarriage or abortion subject to the condition that such leave

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Comment : Compensatory Leave—It means that when an incumbent is required to attend his duties during any vacation or holidays at least for seven days (not at a stretch), he is entitled to enjoy half the period of his total attendance during vacation as a compensatory leave. For further clarification see subsequent circular of the Board No. 2308/G dt. 15.3.82.

* *Maternity Leave*—Permanent female teacher means who has been appointed against a permanent post.

Leave—Duration of Maternity leave is three months.

Commencement—it means beginning of maternity leave.

Confinement—from the date of admission for delivery.

Temporary incumbents are entitled to eight weeks of maternity leave on full pay.

Extra-ordinary Leave—It means any such leave that does not fall within the category of listed leave, such as, when an incumbent wants to travel a foreign country for research work or studies or like to join a higher or better service for a definite period etc., on a lien.

Can any incumbent join any other service taking leave from the pervious management ? There is no legal bar to this. But the incumbent will have to make his previous employer fully aware of his scheme and seek for permission of an extraordinary leave without pay.

Quarantine leave—It may be certified by the Medical Officer of the District or the Health Officer of the Distinct. Certificate from an ordinary Regd. Medical practitioner will not serve the purpose. —Editor

shall not exceed six weeks and the application for the leave is supported by a certificate from a registered Medical Practitioner or a Government Hospital.

(4) Any other kind of leave, in continuation of maternity leave may be granted if the request for its grants is supported by a medical certificate.

9. **Quarantive leave**

Qurantine leave is a leave of absence from duty necessitated by orders not to attend school in consequence of the presence of infectious disease in the family or household of a teacher or a non-teaching employee of a school. Such leave may be granted on production of certificate of a Medical or Public Health Officer for a period not exceeding 21 days, or in exceptional circumstances 30 days. Any leave necessary for quarantine purpose in excess of this period shall be treated as ordinary leave. Quarantine leave may also be granted when necessary in continuation of other leave subject to the above maximum. No substitute shall ordinarily be appointed in place of a teacher or a non-teaching employee absent on a quaratine leave. A substitute may however, be appointed for the absence of a teacher or a non-teaching employee on quarantine leave, whose duties cannot be arranged otherwise. A teacher or a non-teaching employee on quarantine leave is not treated as absent from duty and his or her pay is not intermitted ;

Explanation — For the purpose of granting Quaratine leave under this rule the list of infectious diseases shall include the following :

(a)

- (i) Small Pox
- (ii) Scarlet Fever
- (iii) Plague (Bucumonic or bubonic)
- (iv) Typhus
- (v) Carbre—spinal meningitis.

(b) For persons employed in the preparation and distribution of food, the following additional diseases should also be treated as,infectious :

- (i) Dysentery,
- (ii) Enteric fever (Typhoid fever),
- (iii) Malta fever,
- (iv) Paratyphoid fever.

10. (i) No kind of leave except Casual Leave should be availed of without written application and previous sanction except in very exceptional circumstances which should be explained to the satisfactory of the leave sanctioning authority.

(ii) Any member of teaching and non-teaching staff remaining absent for more that 3 days for reasons of illness, shall submit a certificate from a registered medical practitionner.

(iii) *Leave for reasons of private affairs except Casual Leave must be applied for and got approved before it is availed of. Member of the teaching and non-teaching

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Comment *Such leave does not come within the limit of general leave in question. Such leave may be required for Sradha, marriage or pilgrimage. -Editor.

staff before finalising their private engagement should previously ascertain from the authority concerned as far as practicable whether the leave asked for is likely to be granted.

PROVIDED that is exceptional case of emergency nature in which it was not possible on the part of the staff concerned to apply for the leave and got it sanctiond before proceeding on leave, formal leave application fully stating the facts and circumstances necessitating such leave should be submitted to the authority concerned at the earliest possible opportunity.

11. (i) No permanent teaching or non-teaching employee shall be granted leave of any king for a continuous period exceeding 5 years. Where such an employee does not resume his or her duty after remaining on leave for a continuous period of 5 years or where such an employee after the expiry of his or her leave remains absent from duty, otherwise on ground of suspension for any period, which together with the period granted to him or her exceeds 5 years, he or she shall, unless this Board on reference from the school authorities and in view of exceptional circumstances of the case otherwise determines, be deemed to have resigned and shall accordingly cease to be in the employment of the school.

(ii) When an employee who is not in permanent employment, fails to resume his or her duties on the expiry of maximum period of extra-ordinary leave granted to him or her under rule 7 or where such an employee who is granted a shorter period of extraordinary leave than the maximum period admissible, remains absent from duty for any period which together with extra-ordinary leave granted exceeds the limit upto which he or she would have been granted such leave under rule 7, he or she shall, unless the Board on reference from the school authorities and in view of exceptional circumstances of the case otherwise determines, be deemed to have resigned and shall accordingly cease to be in the employment of the school.

12. Excepting Casual Leave and Compensatory Leave, any kind of leave mentioned below may be granted in combination with or in continuation of any other kind of leave stated below :

1. Leave on half average pay.
2. Leave on medical grounds.
3. Special leave in exceptional circumstances.
4. Extra-ordinary Leave.
5. Maternity Leave.

By order of the Governor
Sd/- B. N. Chatterjee
Special Secretary to the Govt. of West Bengal.

The above circular was also re-issued farther under the number S/MC - 386/81. on 7.7.81. As the two circulars are same, here the previous circular is given only.

GOVERNMENT OF WEST BENGAL
Education Department, C.S. Branch

No. 925 - Edn. (CS) Dated Calcutta, the 17th May, 1978.

From : Shri D. K. Gupta,
Deputy Secretary to the Govt. of West Bengal.

To : The Director of Public Instruction, West Bengal.

Ref : His U.O. Note Ed. 161 dated 14.2.78.

In continuation of G.O. No. 1859 - Edn. (CS) dt. 8.11.67 the undersigned is directed to say that the Governor has been pleased to lay down the following procedure for the guidance of all concerned.

1. The scheme of a teacher/non-teaching employee (of a School/Collage/University) for his service as a Minister may be treated as extra-ordinary leave without pay, but the period of absence may count towards increments in pay, pension, etc., provided—

(i) he has retained line in his post : and

(ii) the College/School/University authorities certify that the teacher/non-teaching employee concerned would have continued in his post but for his service as a Minister.

2. The incumbent concerned may be allowed to contribute his own share to Provident Fund Account , if there is any.

3. Similar precedure may be adopted for regularisation of absence and for contribution towards Provident Fund account in respect of a teacher / non-teaching employee appointed a Confidential Assistant to a Minister.

Sd/- D. K. Guha
Deputy Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta-16

Circular No. S/342 Date 24.4.79

To : The Heads of all Secondary Schools recognized by the Board.

Sub : Rules for grant of leave to the teaching and the non-teaching staff of recognised Non-Government Secondary Schools.

The undersigned is directed to state that representations were received by the Board from time to time from the Heads of recognised Secondary schools seeking

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Comment *An employee of a secondary Institution serving in a permanent post may approach the Management to allow him serve in a Higher post either in a Government or an institution with a provision of lien. 'Lien' means right to return to one's employment after the completion of the term.

This sort of Extra-ordinary leave provides benefit of continuity of Service as well as P.F. & Pension.

*Benefit of leave during the period of Extension of services after superannuation-In the previous circular of the Board No.10/62 dt. 30th May, 1962, a superannuated teacher or Headmaster on extension of services were entitled to only (i) Casual leave for 15 days for any twelve months' services on duty, (ii) medical leave for 15 days only for the period of services and no other leave could be granted to the incumbent and even the benefit of medical leave lying at his credit for his/her past services would have been treated as rotten on the date of superannuation. And even now, teaching and non-teaching staff on extension of services are somewhere deprived of this benefit due to ignorance of the School Management. The circular of the Board No.S/342 dt. 24.4.79 signifies that the contents of the previous circular no longer hold good.

The contents of the above circular dt. 24.4.79 tends to show that an incumbent on extension of services will be entitled to the benefit of leave as that of a regular staff and the period of extension of services will be counter as a part of his full services. Full period of services signifies at least 33 years -Editor.

clarification whether a teacher or a memeber of the non-teaching staff servicing a secondary school shall continue to enjoy the benefit of leave during the period of extension of their services,* as contemplated under Leave Rules published in Government Notification No. 1541-Edn. (S) dated 15.12.77.

2. The Heads of Institutions are hereby informed that an approved teacher of a member of the non-teaching staff of a recognised secondary school whose services have been extended by the Managing Committee of such an institution may be granted all kinds of leave, as contemplated under the said Leave Rules.

N. Sinha
Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION

77/2, Park Street, Calcutta - 17

Circular No. S/357 / G/Miss/187 May 7, 1979

To

The Administrator/Secretary,

All Recognised Secondary Schools in West Bengal.

Sub : Grant of Special Leave to teachers to Secondary Schools appointed as President or Member of the Ad-hoc Committee of the District School Board.

Dear Sir,

I am directed to state that one of recommendation of the Education Department (Secondary Branch), Government of West Bengal, the Administrator of the Board has been pleased to order that the teachers of Schools who have been appointed President or Member of the Ad-hoc Committees of the District School Boards, be granted special Leave for the days they actually attend the meeting pending amendment of the "LEAVE RULES."

Yours faithfully,
Sd/- N. Sinha (Secretary)

GOVERMENT OF WEST BENGAL

Education Department (Secondary Branch)

No. 555-Edn. (S) Dated Calcutta, the 18th May, 1979

Sub : Grant of Special Leave ot the Staff of recognised Non-Government Secondary Institution for attending meeting of Panchayet Bodies.

I am directed to say that a number of teachers and non-teaching employees of recognised non-government Secondary Schools have been elected as members of the Gram Panchayets, Panchayets Samities and Zilla Parishads. They have, sometime, to attend the meetings of the said bodies during the school hours. There is no provision in the existing leave rules for granting special leave to the employees of such institutions when they attend the meetings of the Panchayet Bodies as members.

It is, therefore, requested that pending amendment of the leave rules, the Board may kindly issue necessary instruction to the authorities of the schools concerned to grant special casual leave, as and when necessary, to the staff of recognised non-

Government Secondary Schools for attending meetings of Zilla Parishads, Samities and Gram Panchayets as the Case may be. Such leave (to be treated as on duty) may be sanctioned on production of documents to show that they actually attended the meetings for the day or days for which special casual leave is required.

Deputy Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION

No. 79/1/G/Misc Dated : 29.8.79

Sub : Grant of Special Casual Leave to the Staff of the recognised Non-Government Secondary Schools for attending Meetings of District Press Advertising Advisory Committee.

I am directed to state that on the recommendations of the Education Department (Secondary Branch), Government of West Bengal, the Administrator of the Board has been pleased to order that the teachers of Schools, appointed members of the District Press Advertising Advisory Committee, may enjoy Special Casual Leave for attending the Meetings of the said Committee, and the school authorities may grant such leave on production of documents to show that they actually attended the meeting fot the day of days for which Special Casual Leave was required. This order is issued pending amendment of the Leave Rules.

Secretary.

WEST BENGAL BOARD OF SECONDARY EDUCATION

No. 79/2/G/Misc Dated : 29.8.79

Sub : Grant of Special Casual Leave to the staff of the Recognised Non-Government Secondary Schools for attending the meetings of 'Panchayet Bodies'.

I am directed to say that the Education Department, Govt. of West Bengal, under its Memo No. 555 - Edn. (S) dated 18.5.79, has requested the Board to issue instructions to all schools authorities to the effect that, pending amendment of Leave Rules of the Board, Special Casual Leave may be granted to the staff, elected as members of Gram Panchayets, Panchayet Samities and Zilla Parishads, for attending the meetings of Panchayet Bodies. Such leave may be granted by the school authority on production of documents by the persons concerned, showing that they actually attended the meeting for the day or days for which the leave was reuired.

Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION

Circular No. 79/3 Date : 23.10.70.

Sub : Sanction of Special Casual, Leave in respect of members of teaching and non-teaching Staff of Secondart Schools affected by last year's flood.

The undersigned is directed to convey the following orders of the State Government issued under Finance Department Memo No. 11212-F dated 17.10.78 and to say that the heads of institutions may sanction Special Casual Leave to members of teaching and non-teaching staff of the school upto seven days in respect of any days between the 14th of August and 15th of October 1978 after being fully satisfied about the bonafides of the individual case.

"In supersession of Finance Department Memoranda Nos, 10501-F, dated 20th September, 1978 and 10903-F dated 3rd October, 1978 in regard to grant of Special Casual leave to employees affected by flood, the undersigned is directed by order of the Governor to state that the Governor has been pleased to decide that Special Casual Leave not exceeding 7 days may be granted to Government employees in the Districts of Malda, Murshidabad, Midnapore, Hooghly, Bankura, Howrah, 24-Parganas, Nadia, Birbhum, Burdwan and Calcutta who could not attend their office/duties because of recent heavy rains, flood and dislocation of transport as the case may be. Before sanctioning the Special Casual Leave, the leave-sanctioning auhorities will satisfy themselves that such Special Causal Leave is required to be sactioned in respect of the period during which the Government employees could not attend their office/duties because of heavy rains, flood/dislocation of transport."

Secretary.

WEST BENGAL BOARD OF SECONDARY EDUCATION

Circular No. 79/4 Dated 16th November, 1979

Sub : Grant of Special Leave (to be treated as on duty) to Headmasters / Headmistresses and Asstt. Teachers of Secondary Schools appointed to work as a Member of District Level Inspection Team and for any other duties assigned to them by the Board.

The undersigned is directed to state that it has been decided by the Administrator of the Board that absence from school of Headmasters/Headmistresses and Assistant Teachers of Secondary Institutions for the period for which they will be required to work as a Member of District Level Inspection Team and for any other duties assigned to them by the Board, as for example, matters relating to examinations, preparation of syllabus, attending Seminars, and Orientation Courses conducted by the Board, will be treated aś on duty.

Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta-16

Circular No. S/357(i) / G/Misc/787 Dated : December 5, 1979

From : The Secretary,
West Bengal Board of Secondary Education.

To : The Secretary/Administrator
All Recognised Secondary Schools in West Bengal.

Sub : Grant of Special Leave (to be treated as on duty) to teachers of Secondary Schools appointed as President or Members of the Ad-hoc Committee of the District School Board.

In partial modification of Board's Circular No. S/357G/Misc/787 dated 7th May, 1979 the undersigned is directed to say that it has been decided by the Administrator of the Board the absence of teachers of Secondary Schools appointed to act as Presidents of a member of the Ad-hoc Committee of the District School Board will be treated as on duty for the purpose of attending the meeting of the District School Board.

Further, the absence of the President of the Ad-hoc Committee of the District School Board performing other duties of the District School Board will also be treated as on duty, as and when nececessay.

Sd/- Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta - 16

No. S/754 Dated : 6.12.79.

To
The Secretary/Administrator/
Heads of all schools recognised by the Board.

Sub : Grant of Special Leave to be treated as on duty to games teachers & others.

The undersigned is directed to state that Physical Education, including Games & Sports, forms an integral part of the new Curriculum and Syllabus for the Madhyamik Pariksha of this Board under Work Education Group.

The West Bengal School Sports Association, a recognised body having the patronage of the State Government, conducts Games and Sports among the students of Secondary Schools with the help of its district branches, namely, District School Sports Associations. To encourage Games and Sports among school students, all Secondary Schools are directed to get themselves affiliated to the respective District School Sports Associations.

The School Games Federation of India holds two National Annual Meets every year All States are required to send their boys and girls to take part in them for which prior selection of competitions through West Bengal School Sport Association is necessary, The services of Games teachers, Office-bearers of School Sports Association and its district branches are required to be requisitioned to arrange the District and Central meets prior to the selection of boys and tirls for all-India competition.

The Administrator of the Board has decided that, in order to enthuse students to take a keener and more active interest in games and sports in West Bengal with a view to raising their standard to a point at par with the National standard, it is necessary to ensure the participation of Games Teachers of Secondary Schools, Office-bearers of West Bengal School Sports Association and its branches in the Autumn and Winter meets on written requisition of their services by the West Bengal School Sports Association.

The absence of such persons who have to be away from schools only on requisition of their services by the West Bengal School Sports Association will be treated as on duty.

Sd/-N. Sinha (Secretary)

WEST BENGAL BOARD OF SECONDARY EDUCATION

No. 103/9 Date : 2.1.80

To
The Headmaster
Champdani Arya Vidyapith,

Sub : *Clarification of leave on half average pay.*

Ref : His endorsement dated 26.9.1979.

Pursuant to an order of the Administrator of the Board in reply to the clarification as desired, the undersigned is directed to state that D.A. is to be paid to the staff of the school according to slab system, as may be admissible on the half average pay.

Sd/- P. Mazumdar. (for Secretary)

WEST BENGAL BOARD OF SECONDARY EDUCATION

77/2, Park Street, Calcutta - 16

From : The Secretary,
West Bengal Board of Secondary Education.

To : The Headmistress,
Tarakeswar Girsl's High School,
P.O. Tarakeswar, Dist, Hooghly.

Sub : *Clarification of Leave Rules (Medical Leave) for the staff of the School.*

Ref : Her letter No. 61/79 dated 20.10.79.

Pursuant to an order of the Administrator of the Board the undersigned is directed to state that Medical Leave availed of by the staff concerned of the school preceeding or following the vacation is not to be counted for the vacation period provided he or she is present on either side of the vacation.*

Sd/- A.K. Das
for Secretary.

WEST BENGAL BOARD OF SECONDARY EDUCATION

Date : 24.1.80

From : The Secretary,

Sub : *Clarification of Leaves Rules (Casual Leave).*

Pursuant to an order of the Administrator of the Board the undersigned is directed to state that the authority of the school concerned should grant proportionate Casual Leave to the staff of the school in a calender year according to his/her service in the school.

Secretary.

WEST BENGAL BOARD OF SECONDARY EDUCATION

Date : 28.1.80

From : The Secretary

Sub : *Absence of a staff of the recognised Secondary Schools for attending the meetings of the Governing body of a college, School etc., being nominated on the Body by the Government.*

Comment *Teachers and non-teaching staff attending school either on the closing date or opening date before or after any vacation (Summer & Puja) will be entitled to enjoy medical leave on medical grounds. And in that case, vacation will not be tagged to leave. However, vacation will be tagged to medical leave if the incumbent is found to be absent from duties on closing and opening dates of the vacation. -Editor.

Pursuant to an order of the Administrator of the Board the undersigned is directed to state that the absence of the staff concerned in the school for attending the meetings of the said Committee may be granted Special Casual Leave (as on duty) subject to the production of documents to the authority of the school concerned to show that he or she actually attended the meeting for the day or days for which Special Casual Leave is required.

for Secretary.

WEST BENGAL BOARD OF SECONDARY EDUCATION

Sub : *Clarification on the observance of public holidays in the school declared by the Govt. of West Bengal and the Govt. of India under the N.I. Act and the curtailment of Casual Leave for 3 days early departure in a month.*

The undersigned is directed to state below seriatem :

1. Holidays declared by the Govt. of West Bengal or by the Govt. of India under the N.I. Act or by any competent authority may be regarded as "Special Holidays" in addition to the approved holidays in a year.*

2. **Early departure in case of a staff of the school on any occasion may be allowed only with the approval of appropriate school authority. If it becomes a normal practice with any teaching or non-teaching staff of the school, he or she is liable for disciplinary action. Please note that the question of equating 'early departure' with Casual leave does not arise.

for Secretary (Date 11.7.80)

From : West Bengal Board of Secondary Education,
77/2, Park Street, Calcutta-700016.

To : The Headmaster,
Kandara J.M. High School,

Sub : Clarification of Leave Rules.

Ref : His Letter No. 33/KJMHS/80 dated 24.5.80.

In reply to his query made in his letter under reference the undersigned is directed to state seriatim the following —

QUERY	REPLIES
1. Whether the casual leave can be availed of by the staff of the school without assigning any reason for their absence in writing ?	1. Casual leave can be availed of only after it is duly sanctioned. In exceptional circumstances, a staff of the school may remain absent from

Comment *Every school maintains an 'approved list of holidays' for the school. The number of holidays as per approved list should be 87 for an academic year. But any declaration of holiday or holidays by the competent authority under N.I. Act beyond the number of holidays of the Approved List, or holidays of a school will be treats as 'Special Holidays'.

**Early departure on the ground of some reasonable ground is permissible by the competent authority. Competent authority here means the Head of the Institution or whoever remains in-charge of the school management, even on a temporary basis. Is the secretary entitled to grant any such early departure ? The answer is in the negative.

However, early departure by any teacher on the plea of having no class or duties in the office as a regular affair is liable to disciplinary action. -Editor.

duty without prior sanction, provided subsequently he submits and application justifying his absence at the earliest opportunity. The question of enjoying casual leave or any kind of leave without submitting application does not, therefore, arise.

2. Whether staff of the school can take leave on Medical Ground without submitting any Medical Certificate thereof ?

2. A staff of the school remaining absent in the school for 3 days or less is not required to submit the Medical Certificate thereof.

3. Whether the teachers are bound to take classes of the absentee teachers of the school ?

3. Attention is drawn to the Govt. Notification No. 772-Edn. (s) dated 8.7.74 which reads there—
The teaching load for a teacher should normally be 36 periods per week, distributed as follows (a) Class room teaching—25 periods (including occasional work for absentee teachers),
(b) Tutorial Class-11 (including correction of home work).

Sd/- M.Sen Gupta
for Secretary

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT

No. 477-Edn (S) Dated Calcutta, the 18th June, 1980.

Sub : Absence of teachers and non-teaching employees of recognised Non-Government Secondary Schools prevented under duress from attending the schools and performing normal duties.

In continuation of this Department Government Order No. 1071- Edn(S) dated the 19th August, 1977 the undersigned is directed to say that the Governor has been pleased to decide that the period of absence of the teachers and non-teaching employees of recognsised non-Government Secondary Schools prevented under duress from attending their schools and performing their normal duties should be treated as period spent on leave without pay but will count towards increments, as a special case. Such period of absence will automatically be counted as continuity

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Comment : *It has almost become become a regular practice with the staff to remain absent from duties without previous intimation or permission from the competant authorities. As per circular, casual leave without previous permission is permissible in exceptional circumstances only, but it cannot and should not be treated as a regular practice. Because, experiences tend to show that due to absence from duties by a good number of staff on any working day, class work or school work is seriously jeopardised. -Editor.

in service for the purpose of pension. The Governor in pleased to direct that the appointments of the teachers or non-teaching staff on reinstatement in terms of Government Order No. 1071-Edn (S) dated the 19th August, 1977, should not require fresh approval if their first appointment in their schools were duly approved by the competent authority. However, in the case of non-approved teachers and non-teaching staff formal approval of the competent authority in respect of their appointments will be necessary.

The District inspector of Schools concerned shold be advised to communicate this decision to heads of secondary schools.

Deputy Secretary.

WEST BENGAL BOARD OF SECONDARY EDUCATION

No. S/490(1-3) 19.6.80

From : Secretary,
West Bengal Board of Secondary Education
77/2, Park Street, Calcutta-700 016.

To : The General Secretary,
A.B.T.A.,W.B.T.A.,W.B.H.A.

Sub : *Grant fo special casual leave to the staff of recognised non-Govt. secondary institutions for attending the State Level Annual Conference held by different recongnised Teachers Associations.*

The undersigned is directed to say that with the concurrence of the State Government (Vide Education Department's letter No. 535-Edn (S) dated 16.7.80), the President, West Bengal Board of Secondary Education, has been pleased to pass an order to the effect that approved staff of recognised Non-Government Secondary Institutions intending to participate in the State-Level Annual Conference of any recognised Teachers'Association, of which they happen to be members, will be eligible for availing themselves of Special Casual Leave with full pay for the period for Annual Conference is held and the actual period of journey for attending the same from their respective places of posting and return.

2. Such leave will be sanctioned by the head of the institution concerned on production of necessary documents that the incumbents actually attended the conference.

Sd/- N. Sinha (Secretary)

WEST BENGAL BOARD OF SECONDARY EDUCATION

No. S/490 (1-3) Dated 19.7.1980.

To
The General Secretary,
West Bengal Headmasters' Association

Sub : *Grant of special casual leave to the staff of recognized non- government secondary institutions for attending the State-Level Annual Conferences held by different recognized Teacher's Associations.*

The undersigned is directed to say that with the concurrence of the State Government (Vide Education Department's letter No. 535- Edn(S) dated 16.7.80), the President, West Bengal Board of Secondary Education, has been pleased to pass an order to the effect that approved staff of recognized Non-Government

Secondary Institutions intending to participate in the State-Level Annual Conference of any recognized Teachers' Association, of which they happen to be members, will be eligible for availing themselves of Special Casual Leave with full pay for the period for which the Annual Conference is held and the actual period of journey for attending the same from their respective places of posting and return.

2. Such leave will be sanctioned by the head of the institution concerned on production of necessary documents that the incumbents actually attended the conference.

Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION

Circular No. S/574 Dated 22.9.77

Sub : Absence of teachers and non-teaching employees of recognised non-Government Secondary Schools prevented under duress from attending their schools and performing normal duties.

The undersigned is directed to state below the orders of the Government of West Bengal, Education Department, Secondary Branch bearing No. 1071-Edn (S) dated 19.8.77 regarding reinstatemetns of teacher and non-teaching employees of recognised non-Govt. Secondary Schools who were prevented under duress from attending their schools and performing normal duties. The Government order reads as follows :-

"in Continuation of G.O. No. 1059-Edn (S) dated 17.8.77 the undersigned is directed to say the cases of teachers and other employees who were prevented under duress from attending their schools and performing normal duties have been considered by Government. After careful consideration of the Governor is pleased to direct that :

(i) The teachers and other employees who were actually prevented from attending schools or performing their normal duties be immediately allowed to join their duties. They should join their duties in respective institutions within one month from the date of this order or may, at their option, continue to remain in any alternative employment in any other educational institution within the state ; and

(ii) The period of their absence be reckoned as qualifying for increment, as a special case, in relaxation of the normal rules.

Teachers and other employees concerned should draw pay and allowances as admissible from the date of resumption of duties. A further communication will follow regarding regularisation of the period of absence.

The District Inspector of Schools concerned should be advised to communicate this decision to all Heads of Secondary Schools. In case of any difficulty experienced by any employee the matter should be brought to the notice of the District Inspector of Schools, who should immediately report the same to the Director of Secondary Education and take necessary steps to implement the decision. If any school fails to implement the decision of Government, the case should be reported to this Department as early as possible.

Joint Secretary

You are, therefore, requested to take action immediately under intimation to the Board and to the Director of Secondary Education, West Bengal and the District Inspector of Schools of the respective district.

Secretary

Circular No. 8776/G Dated 25.9.80

To

The Headmaster

Patit High School,

P.O.Patit, Dist. Bankura.

Sub : *Clarification of special Casual Leave granted to the staff of the school for attending the 'Panchayat Bodies' under this office Circular No. 79/2, dated 29.8.79.*

Ref : His letter No. PHS/21/80 dt. 21.6.80.

Pursuant to an order of the President of the Board it is stated in reply to the clarification as sought for in his letter under reference, that no Special Casual Leave is admissible to the staff of the school on the ground of their office duty at the 'Panchayet Office' except for attending meetings of the 'Panchayat Bodies'.

Sd/- A. Gupta (for Secretary)

Dated 11.9.80

Circular No. 8407/G

WEST BENGAL BOARD OF SECONDARY EDUCATION

77/2, Park Street, Calcutta -16

No. 11898/GB & 11899/G Dt. 30.10.80

Sub : *Approval of Special Casual leave*

Ref : Memo No. 794-Edn (S) dt. 13/15.10.80 from the Deputy Secretary to the Government of West Bengal Education Dept.

I am directed to state that on the recommendation of the Education Dept. (Secondary Branch), Govt. of West Bengal, the President. West Bengal Board of Secondary Education, has been pleased to pass an order to the effect that the teachers appointed as a member of Paschim Banga 'Khadi-O-Gramin Silpa Parishad' set up by the State Govt. may enjoy Special Casual leave for attending the meetings of the said Parishad as and when necessary and also for performing other urgent work for which they may not be able to attend school and the school authorities may grant such leave (which may be treated as on duty) to him on production of his documents /tour programmes duly attested by the authority concerned to show that he has actually attended the conference or performed tour on the days for which Special Casual leave is required.

This order is issued pending amendment of Leave Rules.

Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION

77/2, Park Street, Calcutta-16

Date :16.6.81

No. $\frac{4274/G}{170-121/1733}$

To

The Headmaster

Sahapur Hamendranath Vidyapith (High School)

Sub : *Clarification on Leave Rules*

Ref : His letter No. 8/81 date 2.5.81

In reply to the clarification as sought for in his letter under reference, the undersigned is directed to state as follows :

1. A staff remaining present on the closing date of the vacation of the school and resigning on medical grounds from the opening date after a vacation may get his/her admissible pay and allowances for the vacation period subject to the following conditons :

(a) If he or she submits a certificate to the school authority stating that he or she did not work elsewhere in the vacation period and receive any salary for that period.

(b) If his/her resignation is duly accepted by the school.

Sd/- S. Chatterjee (for Secretary)

WEST BENGAL BOARD OF SECONDARY EDUCATION

No. 8417/G Date 7.11.81

Sub : Clarification on certain points of Leave Rules.

QUERY	REPLY
1. Whether a teacher or a non-teaching employee of a school appointed in the additional post (sanctioned for two years), Leave Vacancy and Deputation Vacancy can be allowed to enjoy Medical Leave ?	1. Excepting Casual leave, no other leave is admissible to a staff of the school till the said post is declared on permanent basis by the competent authority.
2. Whether a staff of the school can be allowed to enjoy his/her medical leave with full pay before earning of his/her said leave for each completed year of service ?	2. No.
3. Whether a staff of the school can be allowed to enjoy his/her Medical leave partially or proportionately within his/her first year of service in cases of new appointment on permanent/Additional/Deputation/Leave Vacancy ?	3. No.
4. Whether the term 'each completed year of service' be ignored in cases of approved permanent staff of the school ?	4. No.
5. Whether the Headmaster of the school is competent enough to grant Medical leave below four days to a staff of the school when Medical Certificate thereof is not essential ?	5. No.

Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION

No. 8900/G

Date 17.12.81

Sub : *Special Casual leave in respect of a staff of the school for his/her urgent work / Tour as a 'Sabhapati' of Panchayet Samity.*

Ref : This office circular No. $\frac{79/2}{G/Misc/787}$ dated 29.8.79 granting Special Casual leave to the staff of the Recognised Non- Government Secondary Schools for attending the meetings of 'Panchayet Bodies'.

By way of clarification of this office circular under reference, the undersigned is directed to state that no Special Casual leave is admissible to a staff of the school on the ground of their urgent work/Tour as 'Sabhapati' of Panchayet Samity except for attending the meetings of the 'Panchayet Bodies'.

Sd/- B. Goswami (for Secretary)

WEST BENGAL BOARD OF SECONDARY EDUCATION

No. 2308/G

Dated 15.3.82

Sub : Clarification on certain points of leave Rules.

QUERY

1. Whether Sunday and holiday either preceding or succeeding the Medical Leave would be added to the Medical Leave ?

2. (a) Whether the compensatory leave earned in a particular year by a staff of the school, can be availed of by parts and in continuation of vacation or holidays ?
(b) Whether compensatory leave earned in a particular year, can be availed of in subsequent years according to the exegencies of the situation of the incumbent ?

3. To observe several occasions, viz. Netaji Birth Day, Rabindra Jayanti etc., (declared holidays of the school) some staff remain present and some staff remain absent.

Whether any compensatory leave can be granted to those staff of the school who attended the said function of the school as because such function could not be done by the school in future ?

REPLY

1. Vacation, short holidays or Sundays may be prefixed or affixed to the Medical Leave and the whole period will not be treated as Medical Leave. If, however, Medical Leave falls within vacation, short holidays or Sundays, the whole period will be treated as Medical Leave of the staff concerned of the School.

2. (a) & (b) Existing leave Rules (under Clause-6 of the Rules) do not provide any bar. The staff concerned of the school may avail of such leave (duly earned under the said rule) according to his/her necessity with the prior approval of the leave sanctioning authority of the school.

3. No, Compensatory leave on the matter is admissible. The school should request all the members of the staff of the school to remain present on the dates of such functions of the school and make it a grand success.

Sd/- M. Sengupta
for Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION

Circular No. S/197/G/Misc — March 22, 1982

Sub : Grant of Special casual Leave to the staff of the recognized non-government secondary schools for attending the meetings of Municipalities in the State.

On the recommendations of the Education Department (Secondary Branch), Government of West Bengal under its Memo No.1047-Edn (S) dated 23.11.81, the President of the Board has been pleased to pass an order that the staff of the schools elected as members/Chairman/President/Vice-Chairman/Vice President etc., in different Municipalities of the State, may enjoy special casual leave for attending the meetings only of the 'Municipalities' during the school hours and the school authorities may grant such leave (to be treated as on duty) to them on production of documents to show that they actually attended the meetings for the day or days for which such special casual leave was required.

This order is issued pending amendment of the Leave Rules of teachers and non-teaching staff of Secondary Schools.

Sd/-N. Sinha (Secretary)

WEST BENGAL BOARD OF SECONDARY EDUCATION

77/2, Park Street. Calcutta 16

No. 7211/G / 0054-242/112 — Dated 21.7.82

Sub : Clarification of certain points.

Ref : His letter No. 16 (1) 82 date 20.3.82.

In reply to his query in his letter under reference, the undersigned is directed to state below seriatim :

QUERY	REPLY
1. What will be the time for marking for late attendance of the staff of the school ?	1. Appointed hour* for the staff of the school and the time for commencement of classes are different. 'Appointed hour' for the staff of the school should be fixed at least 15 minutes prior to the commencement of classes. Hence the marking time for late attendance and the absence for the staff of the school are to be decided by the school authority in the best academic interest of the school.

Comment * 'Appointed hour' means the time at least 15 minutes before the commencement of classes. As for example, if the classes are scheduled to start at 11 a.m., staff are required to attend school at 10-45 a.m. The Board has not defined the marking time for late attendance or absence of the staff from duties which are left for the decision of the school authority. —Editor

2. Whether the permanent and temporary staff of the school can be allowed to avail themselves to more than one day's C.L. in the first month of the calendar year or according to proportionate basis considering the period of his/her service.	2. Existing Leave Rules do not provide such proportionate leave.
3. Whether the staff of the school can be allowed to draw pay etc., against Medical Leave as prayed for before it is being sanctioned by the competent authority for the said month.	3. Under the existing Leave Rules, a staff of the school can be allowed to draw his/her pay etc., after getting the said leave approved by the competent authority.

Sd/- S. Chatterjee (for Secretary)

WEST BENGAL BOARD OF SECONDARY EDUCATION

No. 8310/G

Date 24 August 1982

Sub : Clarification on leave of the school.

The undersigned is directed to state below seriatim :

QUERY	REPLY
1. Whether the absence of the staff of the school to work as members of the Centre Committee formed for the conduct of the Madhyamik Pariksha (Secondary Examination) and to work as a member of the Inspection team for visiting the school in connection with its recognition/upgradation is to be regularised by way of granting Special Casual Leave to them ?	1. Absence of a staff on the dates concerned reported from the school on the matter should be regularised by granting them Special Casual leave or by treating their absence as on duty on the production of their respective documents to show that they actually performed their such duties assigned to them.
2. Whether absence of a teacher to work as a member of the Indian Science Congress and for attending its annual conference is to be regularised by way of granting Special Casual leave to him/her ?	2. No Special Casual Leave in the matter is admissible as the same is not obligatory or necessary in the interest of the school or approved by any competent authority.

Comment *It is peculiar that the Heads of the Institutions are under tight cornered situation to take any decision in suspending normal class work or not during Work Edn. & Physical Edn. Examinations. Perhaps the Board's attitude was to safeguard the Head of the Institution from any attack of the staff or guardians. As far as my experience goes, the staff are always found to be in favour of suspending the classes. But it is obsecure why the Managing Committee has been asked to poke its nose into academic spheres of the School. The Head of the Institution is expected to consult the Academic Council or the Managing Committee in view of any necessity. But in taking approval either of the A.C. or M.C. in this matter is insulting to the positions and prestige of the Head of the Institution. —Editor

3. Whether the Headmaster/Headmistress of the school is entitled to suspend classes on the dates of Work Education and Physical Education Examination of the Madhyamik Pariksha (Secondary Examination) and to exempt the teachers not required for the said examination from giving their attendance on such dates ?	3. *In the best academic interest of the school the Head of the school is the competent person to decide the matter with the approval of Academic Council and the Managing Commitee of the Managing Committee of the school respectively.

for secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION

Sub : *Clarification on certain points of this office Circular No. S/560 dated 26.9.81 in regard to further promotion of the improved academic atmosphere already attained in recognised Secondary Schools under this Board.*

The undersigned is directed to state below seriatim :

QUERY	REPLY
1. The meaning of 'appointed hour' and whether the 'appointed hour' of the staff of the school and 'the time of commencement of classes' are the same ?	1. 'Appointe hour' for the staff of the school and 'the time for commencement of classes' are different. The 'appointed hour' will be fixed by the school authority which should be at least 15 minutes prior to the time of commencement of classes.
2. What will be the time of marking late attendance and absence from the school ?	2. The time for marking late attendance and the absence of the staff of the school will be decided by the school authority for the best academic interest of the school.
3. Whether any other leave other than the casual leave will be deducted for the late attendance of the staff of the school ?	3. There is no provision for deducting other due leave besides casual leave in case of late attendance of the staff of the school. So where and when due casual leave of the staff is exhausted, the school authority may warn the staff concerned of the school to rectify his/her attitude for attending the school in time first and thereafter the said authority may take any other disciplinary proceedings under the Management Rules against his/her habitual late attendance if it is detrimental to the best interest of the school.

for Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION

From : The Self,
West Bengal Board of Secondary Education
77/2 Park Street, Calcuta-16

No. 2819/G / G/Misc/814 Date : 16.3.83

The Secretary
All Bengal Teachers' Association
Mayanaguri Zonal Committee

Sub : Clarification regarding Leave Rules of Teachers and non-teaching staff of Secondary School.

Ref : Letter No. 37(82) dt. 25.9.82.

The undersigned is directed to state that the matter referred by him under his above quoted letter was considered by the Executive Committee of the Board in its meeting held on 4.1.83. It was decided by the Executive Committee that the medical leave and casual leave* in respect of a teacher and a non-teaching employee is admissible under Leave Rules serving in a secondary school, would be carried over if he joined another school.

A. Gupta (for Secretary)

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta 16

No. 5197/G / G/Misc/450 Date 2.6.83

To
The District Inspector of Schools
(Secondary Education), Nadia.

Sub : Clarification in regard to the submission of leave application by the staff of the school after availing of casual leave under provision 2 read with provisions 10(i) and 10(iii) of the Leave Rules.

Ref : His Memo No. 681/S.E. dated 14.4.83 addressed to the Director of Secondary Education, West Bengal.

In reply to the query in his letter under reference, the undersigned is directed to state below :

Query	Reply
1. Whether Leave applications are required to submit to the school authority by the staff of the school after availing of casual leave under the said provisions of the Leave Rules.	1. Admissible Casual Leave can be availed of by the staff of the school after it is duly sanctioned by the school authority concerned. In exceptional circumstances, without

Comment : * Continuity in Casual Leave or Medical Leave does not break at the change of working Institution i.e. one school to another. An incumbent can enjoy casual or medical leave in a new institution if one can submit the record of storage of leave in question, i.e., as per record in the Service Book. -Editor.

prior sanction, a staff of the school may have to be absent from duty, but he or she must submit his/her application at the earliest opportunity justifying his/her absence. Therefore, the question of enjoying casual leave or any kind of leave by a teacher or a non- teaching employee without applying for it does not arise.

Sd/- A.Gupta (for Secretary)

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta - 16

No. 5198/G / G/Misc/784(A) Date 2.6.83

To
The General Secretary,
West Bengal Teachers' Association
8B, Tamer Lane, Calcutta-700 009

Sub : *Clarification or certain points.*

Ref : His Memo. No. T.A./85/83 dated 23.4.83.

In reply to the query in his letter under reference, the undersigned is directed to state below seriatim :

Query	Reply
1. Whether the employee of a Secondary School can be placed on the Managing Commitee or Selection Committee of the Secondary School in which he or she is serving ?	1. No.
2. Whether there is any provision for Commutation of Leave on half-average pay of the employee of Secondary Schools ?	2. No.
3. Whether an employee of a Secondary School, who has been detained in Police/Jail Custody for any offences but subsequently has been granted bail, can avail of himself/herself of any kind of leave for the period of his/her absence from the school for the period ?	3. No.

Sd/-A. Gupta
for Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION

77/2, Park Street, Calcutta-16

No. 6/83/G / 035.9–141/173.3 — Date : 1.7.83

To

The Headmaster

Manindranagar High School,

P.O. Cassimbazar Raj, Dist. Murshidabad.

Sub : *Special Casual leave to the staff of the Recongnised Non-Govt. Secondary Schools for attending the meetings of 'Panchayet Bodies.'*

Ref : His Letter No. 88/82 dated 22.12.82 and this Office Circular No. 79/2 / G/Misc/787 dated 29.8.79.

In reply to the query in his letter under reference, the undersigned is directed to state that no Special Casual leave is admissible to a staff of the school for his/her public appointments and meetings excepting for their attending the meetings of 'Panchayet Bodies'.

Sd/- A. Gupta (for Secretary)

WEST BENGAL BOARD OF SECONDARY EDUCATION

No. 9246/G — Date : 28.10.83

To

The Education Officer,

Municipal Corporation, Chandernagore, Dist. Hooghly.

Sub : *Clarification in respect of leave on medical ground under Rule 4 of the Leave Rules of teachers and non-teaching employees of recognised non-Govt. Institutions.**

Dear Sir,

In reply to your letter No. Ed/3C/83/83 dated 9.9.83 on the subject noted above, I am directed to state that in all cases, approved teachers/non-teaching employees serving in a Secondary institution for more than a year, will be entitled to leave salary during the period of leave on medical ground, duly sanctioned by the school authority for disbursement of salary to the incumbent concerned. A certificate of fitness will be required to be produced by the incumbent concerned at the time of resumption of duties in the school after the expiry of leave on medical ground.

Yours faithfully,

Sd/- A. Gupta. (for Secretary)

From : The Secretary,
West Bengal Board of Seocndary Education,

No. 9327/G dated 8.11.83

To The Headmaster,

Comment *Teachers and non-teaching staff appointed in a substantive post and having at least one year's teaching experience are entitled to enjoy medical leave with full pay as per rules. The idea of waiting upto confirmation of services no longer holds good in this respect. -Editor.

Dhuliapur Palleeshree Bani Mandir,
P.O. Dhuliapur (Via-Raghunathbari), Dist. Midnapore.

Sub : Clarification on certain points of Leave Rules.

Ref : His letter No. 78, dated 7.7.82

In reply to his query in his letter under reference, the undersigned is directed to state below seriatim :

Query	Reply
1. Whether the Leave on half-average pay in respect of the staff of the school can be commuted ?	1. Leave Rules do not provide such Commutation of Leave on Half-average pay.
2. Whether the staff of the school, who has already enjoyed Medical leave for 365 days, will be eligible to have further Medical leave during the remaining period of his/her service ?*	2. No.
3. Whether the staff of the school, who has never enjoyed Medical leave during the period of his/her service, is eligible for extension of his/her service for one year (365 days) immediately after the date of his/her compulsory retirement ?	3. No.
4. Whether the school authority can grant Medical leave to a staff of the school in a year if such leave on credit does not permit ?	4. No.

Sd/- S. Chatterjee
for Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION

Circular No. $\frac{\text{S/9}}{\text{G/Misc/787/A (II)}}$ Date 18.1.1984

To

The Administrator/Secretary,

All recognised Non-Govt. Secondary Schools in West Bengal.

Sub : *Grant of Special Casual Leave to the Staff of the Recognised non- Govt. Secondary Schools for attending the meetings of 'Panchayet Bodies'.*

Dear Sir/Madam,

I am directed to state that on the recommendations of the Education Depart-

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Comment : *It has been clarified in the original circular of the latest Leave Rules of the Education Dept. vide No. $\frac{\text{1541 – Edn.(S)}}{\text{21 – 2/77}}$ 15th Dec. 1977. —Editor

ment (Secondary Branch), Govt. of West Bengal, under its Memo. No. $\frac{43-\text{Edn(S)}}{2\text{L}-1/79}$ dated 13.1.81 and in partial modification of this office Circular No. $\frac{79/2}{\text{G/Misc/787}}$ dated 29.8.79, the President, West Bengal Board of Secondary Education, has been pleased to pass an order to the effect that the staff of the school elected as members of Gram Panchayet Samitics and Zilla Parishads may enjoy Special Casual leaves for attending the meetings of Panchayet Bodies and such special leave may be granted by the School authority on production of documents by the staff concerned, showing that they actually attended the meeting for the day or days for which the leaves required.

I am directed to state further that the staff concerned of the school elected as 'Sabhadipatis' of Zilla Parishads may also enjoy special Casual leave for performing his/her duties attached to the said office as and when necessary. Such leave may be sanctioned by the school authority on production of certificates given by them that they had to work during the period concerned in Zilla Parishads on official purpose.

Yours faithfully,

Sd/- N. Sinha (Secretary)

GOVERNMENT OF WEST BENGAL
Education Department
Secondary Branch

Dated the 6th November, 1985.

No. $\frac{1608\text{-Edn(S)}}{2\text{L}-3/85}$

From : Shri S.K. Ghosh,
Deputy Secretary to the Govt. of West Bengal

To : The Director of School Education,
Government of West Bengal.

Sub : Sanction of leave to a teacher elected a member of the State Legislature/Parliament.

Sir,

In partial modification of this Department Memo. No. 1859-Edn.(CS) dated 8.11.67 on the above subject (copy enclosed), I am directed by order of the Governor to say that similar arrangement as contained in the Memo, under reference may also please be made henceforth for enabling a teacher who is also an M.L.A./M.P. to attend the meetings of any Committee set up by the State Legislature/Parliament or to undertake study tours as a member of such Committee.

Yours faithfully,

Sd/- S.K. Ghosh (Deputy Secretary)

GOVERNMENT OF WEST BENGAL
Education Department (Scondary Branch)

Dated, Calcutta, the 24th February, 1986.

No. $\frac{206\text{-Edn(S)}}{2\text{L}-2/78}$

From : Shri S.K. Ghosh.
Deputy Secretary to the Govt. of West Bengal.

To : The Director of School Education, West Bengal.
6, Bhabani Dutta Lane, Calcutta-73.

Sub : Sanction of special leave to the Asstt. Teachers of Secondary Schools appointed as Vice-Presidents of District School Education.

The undersigned is directed to say that Sri Subhajyoti Sen, Asst. Teacher, Netajinagar Vidyamandir, Dist. 24-Parganas and Sri Sachchidananda Majumder, Asst. Teacher, Nandannagar High School, Dist, 24-Parganas, who were appointed as Vice-Presidents of the Ad-hoc Committees of the District School Board, 24-Parganas have prayed to Govt. for issue of orders for sanction of special leave to them for the period prior to 7.10.83, as the M.C.'s of the Institutions are not willing to sanction leave for the aforesaid period in absence of any clear instructions either from the Board or the Goverment.

It is pointed out that special leave may be sanctioned to Teachers of Secondary and Primary Schools who have been appointed as Presidents of the Ad-hoc committee of the district school Boards in terms of G.O. No. 1122-Edn.(P) dt. 1.6.78 read with Memo No. 177(16) dt. 27.7.78 Later on, it has been clarified in this deptt. Memo No. 749-Edn (P) dt. 7.10.83 that the aforesaid orders are also applicable to the teachers of primary and secondary schools who are appointed as Vice-President of Ad-hoc committees of District School Boards. In the above context it is evident that the teachers of Primary & Secondary Schools who are appointed as Vice-Presidents of Ad-hoc Committees of District School Boards, will also enjoy the benefit from the same date as the President of the Ad-hoc Committees in terms of G.O. No. 749- Edn (P) dt. 7.10.83. Hence issue of a further G.O. is not necessary.

In the Circumstances, it is requested that all concerned may be instructed so that the special leave enjoyed by teachers of Secondary & Primary Schools appointed as Vice-Presidents of Ad-hoc Committees of District School Boards for the periods prior to 7.10.83 may be sanctioned on the strength of G.O. No. 749-Edn. (P) dt. 7.10.83.

Sd/- S. K. Ghosh (Deputy Secretary)

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta-700 016.

No.26/3/8-G099-110/112 Date 16.4.87.

To
The Headmistress,
K. J. Vidyapith for Girls, Calcutta.

Sub : Clarification of Leave Rules.

Ref : Your letter dt. 5.2.87.

Madam,

I am directed to inform you that if a teacher intends to avail herself of casual leave from Monday to Saturday and resumes her duty on next Monday, both the Sundays affixing and prefixing the period of leave will be counted to her leave and that according to Rule of the Leave Rules casual leave is not admissible.

Yours faithfully,
Sd/- L. Roy (for Secretary)

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta-700 016

Dated: 5.2.88.

No: $\frac{411/B}{217-110/173.3}$

To : The Headmaster,
Tiljala Brajanath Vidyapith,
129/1. Picnic Garden Road, Calcutta-700 039.

Sub : Quarantine Leave.

Ref : Your letter dt. 17.11.87.

Dear Sir,

I am directed to state that as per existing leave rules quarantine leave is admissible in case of Small Pox only, while Chiken Pox cannot be considered for the purpose of granting quarantine leave.

Yours faithfully,
Sd/- Illegible
for Secretary.

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta-700 016

Date: 2.3.88

No: 835/8

To : The Headmistress,
Suravisthan Bhuban Mohini Girls' High School,
P.O. Badkulla, Dist. Nadia.

Sub : Special leave (on medical grounds) in favour of Sri Sambhu Nath Paramanik, an asstt. teacher of the School.

Ref : Her letter No. 2/88, dated 4.1.88.

Madam,

I am directed to inform you that leave accrued to an approved teaching and non-teaching staff prior to extension period of service in a school may be granted during the tenure of extension period, if normal procedure is maintained quite in tune with leave rules.

Yours faithfully,
Sd/- Illegible
for Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta-700 016.

Dated 12.12.88

Circular No. S/863

From : The Secretary,
West Bengal Board of Secondary Education,
77/2, Park Street, Calcutta-700 016.

To : The Heads of all recognised Secondary Schools.

Sub : Special Casual Leave to the employees of non-Govt. Secondary

Schools who acted as Presiding/Polling Officers in the last Panchayet Election.

Dear Sir/Madam,

I am directed to state that the Board had been informed that a good number of teaching and non-teaching staff of Secondary Schools who were appointed to act as Presiding/Polling Officers in the last Panchayet Election held on 28.2.88 had to take one day's Casual Leave for casting their votes.

Govt. employees on similar polling duties were allowed Special Casual Leave for a full day or half day as the case may be, for casting their votes.

Accordingly the matter was placed before the Executive Committee of the Board. The meeting after careful consideration resolved that the employees of non-Govt. Secondary Schools who were appointed Presiding or Polling Officers in the last Panchayet Election held on 28.2.88 may be allowed Special Casual leave for one day for casting their votes in the said election on the following terms and conditions as also applicable in the cases of Govt. employees on the similar occasion :

1. The concerned employee shall produce before the School authority his appointment letter and also satisfy them that he was actually a voter in an area where Panchayet election was held.
2. Such employee shall also report in writing to the concerned authority that he actually cast his vote in the said election.

Yours faithfully,
Sd/- Sudin Chattopadhyay
Secretary.

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta-700 016

No:S/943 Dated 22.12.89.

Notification

Heads of all recognised Secondary Schools are informed that as per resolution of the 98th Executive Committee meeting of the Board held on 13.12.89 it has been decided that henceforth Casual Leave of the teaching & non-teaching employees of recognised Secondary Schools shall be computed from May to April instead of the present system(i.e. from January to December) in keeping with the newly introduced Academic Session (May to April).

For the interim period from 1st January to 30th April, 1990 only the said employees will be allowed to enjoy Casual Leave for 5 (five) days.

(Sudin Chattopadhyay)
Secretary.

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta-700 016.

No.S/60 Date : 5.2.90

From : The Secretary,
West Bengal Board of Secondary Education,

To : The Secretary,
School Education Department,Govt. of West Bengal,
Writers' Buildings, Calcutta-700 001.

Sub : Enhancement of the limit of Maternity Leave for the teaching and non-teaching female employees of Secondary Schools.

Sir,

I am directed to state that the attention of the Board has been drawn towards the Memo No. 9902-F dt. Ist September, 1989 issued by the Finance Department(Audit Branch) through which ceiling of Maternity Leave for the female employees under the State Govt. has been enhanced to 120 days instead of existing limit of 90 days, with immediate effect.

The Executive Committee of the Board at its meeting dt. 13.12.89 took up the matter of extension of the said facility to the employees of Secondary Schools. After due consideration the Committee resolved that the same facility be extended to the female employees of Secondary Schools and prior to that State Govt. be moved for according necessary approval in this respect.

You are, therefore, requested to take necessary arrangements so that the Board may be favoured with the necessary approval of the State Govt. at the earliest convenience.

Yours faithfully,
Sd/- Sudin Chattopadhyay (Secretary)

Note: Rule 8 of existing Leave Rules for the staff of Secondary Schools as circulated in the Appendix to Rules for Management of Recognised Non-Govt. Institutions-1969 including amendment of June, 1981 provides maternity leave for the employees of Schools.

Sd/- R. Dasgupta
for Secretary.

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta-700 016.

Memo No. S/180 Date : 7.4.90.

From : The Secretary,
West Bengal Board of Secondary Education,
77/2, Park Street, Calcutta-700 016.

To : The Heads of all recognised Secondary Schools

Sub : Special Leave under Rule-5 of the existing Leave Rules.

It has been represented that a large number of teaching and non-teaching staff of recognised Secondary Schools who have availed of Special Leave under Rule-5 did not get their approval from the Board as required under the rule either due to the fact that the School authorities did not forward such cases with necessary documents and recommendations in time or the staff concerned did not supply the required documents and at present are not in a position to procure and supply the same. It has been claimed that a considerable number of such cases for the period upto 31.3.81 are pending in the Board for disposal for want of supporting docu-

ments. As a result large number of staff are suffering for want of approval of such leave cases which are essentially required for computation in the Service Book of the concerned staff.

The matter was placed for consideration in the 99th meeting of the Executive Committee of the Board dated 12.1.90 when it was resolved after deliberations that the prayers for approval of Special Leave under Rule 5 which have been enjoyed prior to 1.4.81 only and which are under consideration in the Board and which have been enjoyed upto 31.3.81 only and may be submitted to the Board later on by the present Managing Committees will be disposed of on the basis of the specfic recommendations (i.e. mentioning the period of leave to be approved and whether leave is recommended with full average pay or half average) pay of the Managing Committees even if the School/the incumbents fail to produce the required time-table of examinations or medical certificates as the cases may be.

Hence you are requested to forward with specific recommendation of the present Managing Committee the cases of Special Leave under Rule 5 of Leave Rules enjoyed by a staff prior to 1.4.81 only but have not yet been forwarded/approved for want of supporting documents.

You are further requested to send the cases of Special Leave enjoyed by a staff w.e.f. 1.4.81 onwards with specific recommendation of the Managing Committee accompanied by supporting documents, if any, as stated above.

Sd/- Sudin Chattopadhyay (Secretary)

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta-700 016.

No.S/218 Date: 26.4.90

From : The Secretary,
West Bengal Board of Secondary Education,
77/2, Park Street, Calcutta-700 016.

To : The Heads of all recognised Secondary Schools.

Sub : Provision for 'Lien' for the teaching and non-teaching staff of Secondary Schools.

Dear Sir/Madam,

I am directed to state that the Board had been moved for sometime past for making a provision of 'Lien' for the employees of Secondary Schools.

The matter was placed before the 34th meeting of the Board on 24.1.90 for consideration. After detailed and careful considerations the Board adopted the following resolution :-

Under the provision of rule 7 (Extraordinary Leave) the Managing Committee may also allow a teacher or a non-teaching employees of a School to be retained on 'Lien' for the reasons of personal ground or serving elsewhere for a period not exceeding two years (at a time not more than one year) without disturbing usual leave standing in the credit of the employee concerned proceeding on 'Lien'.

Yours faithfully,
Sd/- Sudin Chattopadhyay (Secretary)

10 QUALIFICATION OF TEACHERS AND NON-TEACHING STAFF AND THEIR SCALE OF PAY

GOVERNMENT OF WEST BENGAL
Education Department

Notification No 552-Edn,/8B-43/54 Dated the 21st January 1955

AMENDMENTS

1. For the Explanation to clause 10 of the conditions under rule 1 of the said rules substitute the following proviso namely—

"Provided that this condition shall not be operative during a period of five years from the date of commencement of these rules."

2. For condition 14 under rule 1 of the said rules substitute the following :

"14(1) The following shall be the mimimum scales of salary for teachers of High Schools :

Name of Post	Qualification	Type of School	Scale of pay (minimum)
1.	2.	3.	4.
Head Master	Good Master's degree or Good Bachelor's degree with Honours, with good B.T. degree or its equivalent diploma.	A	Rs. 200-20/2-400
		B	Rs. 175-15/2-325.
		C	Rs. 150-15/2-240
		D	Rs. 150-10/2-200.
Assistant Head Master	Good Master's degree or Good Bachelor's degree with Honours, with good B.T. degree or its equivalent diploma.*	A	Allowance of Rs. 50/-
		B	Allowance of Rs. 35/-
		C	Allowance of Rs. 25/-

*(i) Good M.A. or good Hons. mean at least 2nd class

(ii) H.M. & A.H.M. shall possess equal standard of qualifications

(iii) This is the first available scale of pay under G.A. rules. — Editor.

1.	2.	3.	4.
Trained Teachers.	Master's degree or Bachelor's degree with Honours, with B.T. degree or is equivalent diploma.	All Types	Rs.125-5/2-130-10/2-150.
Teachers.	Bachelor's degree with B.T. degree or it equivalent diploma.	do	Rs.100-5/2-120-E.B-120-10/2-150.
Untrained Teachers.	Existing approved teachers in aided High Schools with Bachelor's degree with Honours or Master's degree plus five years approved teaching experience to their credit on the 31st. December, 1951.	do	Rs. 125-5/2/130-10/2-150.
Teachers.	First or Second Class Master's degree	All Types	Rs. 105-5/2-120-E.B.120-10/2-150.
Teachers.	Existing approved teachers in aided high Schools with Bachelor's degree plus ten years' approved teaching experience to their credit on the 31st December, 1951.	do	Rs. 100-5/2-120-E.B.-120-10/2-150
Teachers.	Third Class Master's degree or Bachelor's degree with Honours	do	Rs. 100-5/2-120-E.B.-120-10/2-150.
Teachers.	Bachelor's degree with distinction.	do	Rs. 80-5/2-100.
Teachers	Bachelor's degree with ten years' teaching experience in recognised Secondary Schools.	do	Rs. 80-5/2-100.
Teachers.	Bachelor's degree	do	Rs. 70-5/2-100.

1	2	3	4
Teachers.	Certificate of passing the Intermediate Examination with L.T. or its equivalent.	do	Rs. 70-5/2-100.
Teachers.	Other approved untrained teachers in existing aided High Schools.	do	Rs. 60-3/2-78-2-80.

[These teachers should get themselves trained within a period of three years from 1st April, 1954].

12. The probationary period for teachers shall be two years :-

Provided that in the case of a confirmed teacher of an aided High School appointed in another aided High School in an identical scale or pay further period of probation may be waived or relaxed at the discretion of the Managing Committee.

Provided further that if a confirmed teacher is appointed in another aided High School on a higher scale of pay, the period of probation shall be one year.

All teachers on confirmation shall be entitled to a contributory Provident Fund, the management conmtribution 6.25 per cent.

3. *Fixation of the pay of Headmasters:*

The pay of Headmasters shall be fixed in the respective scales of pay reffered to in clause (1) on the basis of the length of their service as Headmasters recognised unaided High Schools, and in the case of existing Headmasters in aided High Schools, two advance increment shall be allowed with effect from the 1st of April 1948 or from any subsequent date on which the initial pay may have actually been fixed, to which shall be added the usual increments of the scale . The existing Headmasters of aided High Schools shall draw their pay at the rate thus fixed with effect from the 1st April 1954 and shall not be entitled to any arrear adjustment of pay prior to that date.

(4). *Fixation of pay of teachers :*

The pay of each teacher shall be fixed on the basis of the initial pay under the respective scales of pay reffered to in clause (1) from the 1st April, 1948 or from any subsequent date on which his initial pay may be or may have been actually fixed, to which shall be added the usual increments of scale . The existing teachers of aided High Schools shall draw their pay at the rate thus fixed with effect from the 1st April, 1954, and shall not be entitled to any arrear adjustment of pay prior to that date .

(5) *Sanskrit, Arabic, and Persian teachers :*

Approved Sanskrit teachers, with one Government titles and five years teaching experience or with two Government title and three years teaching experience, and Arabic and Persian teachers with F.M or equivalent qualifications and five years' teaching experience in recognised secondary schools shall be allowed the benefit of the scale of pay for graduate teachers, namely Rs 70-5/2-100.

(6) *Art, Music and Craft teachers:*

Approved undergraduate teachers with a recognised Diploma or Certificate in the subject shall be allowed the benefit of the scale of pay of Rs 60-3/2-78-2-80.

3. After rule III of the said rules add the following **Explanations** namely :-

"**Explanation**— In this rules 'approved' means approved by the Board of Secondary Education ,West Bengal.

Memorandum No. *5396-Edn./5P-44/57 dated Calcutta, the 19th May, 1958 from Shri P. N. Sen Gupta, M.Sc., Deputy Secretary to the Government of West Bengal, Education Department, Education Branch, to the director of Public Instruction, West Bengal.*

Sub : Centrally sponsored schemes—Improvement of scales pay of Secondary School Teachers.

Ref : Government Order No. 1213-Edn, dated the 4th February, 1958.

The undersigned is directed to say that the following scales of pay have been adopted in terms of the Government Order under reference in aided Secondary Schools for approved teachers with the specified qulifications with effect from the 1st March, 1957 :—

A. Headmasters—

	Qualifications		Scales of pay
(i)	Trained graduates with Honours Degree or with Second Class Master's Degree plus five year's experience.	(a)	Class X High Schools Rs. 150-15/2-240-20/2-400/-
		(b)	Class XI (Academic type) Rs. 150-15/2-240-20/2-400/- plus a special pay of Rs. 25/- per month.
		(c)	Class XI (Multipurpose) Rs. 150-15/2-240-20/2-400/- plus a special pay of an amount ranging between Rs. 25/- and Rs. 100/- per month according to the number of courses allowed in the school.
(ii)	Junior High Schools —Trained graduates with three years' teaching experience.		Rs. 100-5-215-10-225/- plus a special pay of Rs. 25/- per month.

B. Graduate Teachers —

(i)	Trained graduates with Honours Degree or with Second Class Master's Degree or with Class III Master's Degree.	Rs.130-5-150-10-350/-

(Trained teachers with Second class Master's Degree will start with two advance increments.)

(ii) Trained graduate in Arts or Science Rs. 100-5-215-10-225/-

(B.A. and B.Sc. with Distinction will start with two advance increments.)

C. Under-Graduates—
Assistant Masters—

(a) I.A., I.Sc. (trained) Rs. 70-3-118-4-150/-

(b) Matriculate with Kavyatirtha or Kavyatirytha Plus another Tirtha, Final Madrasah or its equivalent. Rs. 70-3-118-4-150/-

(c) Matriculate with V.M. training (training period not less than two years). Rs. 70-5/2-100/-

2. Government now direct that the scales of pay for Graduate and under-graduate teachers specified at 'B' and 'C' above should also be adopted in Government Secondary Schools with effect from the 1st March, 1957.

3. In modification of para. 3 of the above Government Order. Government further direct that the exixting teachers in Government as well as aided High Schools may be eligible for the improved scales of pay subject to the following conditions :-

(i) Existing teachers with Pass Degree and without B.T. or equivalent training qualifications, who have had less than ten years teaching experience in a recognised High School and who are below fifty (50) years of age on the 31st December, 1957, will have to appear before Selection Boards to be set up for the purpose and if found suitable would be required to be trained under arrangements to be made by Governments in conformity with the prescribed rules.

On the successful completion of training these teachers would be eligible for the new scales of pay and until they are trained they will draw pay in the new scale at a stage next higher to their existing pay in the old scale, where, however, the existing pay of a teacher is below the minimum of the new scale he will draw pay at the initial of the new scale.

(ii) Existing teachers with Master's Degree or Honours Degree and without B.T. or equivalent training qualifcations, who have had less than five years teaching experience in recognised High Schools and who are below fifty (50) years of age on the 31st December, 1957 will also have to appear before Selection Boards to be set up for the purpose and if found suitable would be required to be trained under arrangements to be made byu the Government in conformity with the prescribed rules .

On the successful completion of training these teachers would be eligible for the new scales of pay and until they are trained they will continue to draw pay in the new scales at a stage next higher to their existing pay in the old scales, where, however, the existing pay of a teacher is below the minimum of the new scale he

will draw pay at the initial of the new scale .

(iii) Existing teachers in Government and aided High Schools and Headmasters in aided Schools other than those of the categories mentioned in (i) and (ii) above are exempted from appearing before Selection Boards and will be eligible for the respective revised scales for trained teachers .

(iv) Assistant Headmasters in Government High Schools who are trained graduates in Arts and Science may continue in the scale of Rs 200-5-250/-.

(v) The suitability of existing Headmasters in aided High Schools for revised scales will be determined in the same manner.

(vi) Existing under-graduate teachers with I.A/I.Sc certificates who have had less than ten years of teaching experience and also are below fifty(50) years of age on the 31st December, 1957 will have to appear before Departmental Selection Committee set up for the purpose and if found suitable would be required to be trained under arrangements to be made by Government in conformity with the prescribed rules.

On the successful completion of training these teachers will be eligible for the new scales of pay and until they are trained they will continue to draw pay in the new scale at a stage next higher to their existing pay in the old scale ; where, however, the existing pay of a teacher is below the minimum of the new scale he will draw pay at the initial of the new scale.

(vii) Existing under-graduate teachers other than those mentioned in (vi) above will be eligible for revised scales of pay for trained under-graduate teachers and will not be required to appear before the Selection Committee.

(viii) Existing teachers and Headmasters with requisite qualification and training will be given a starting pay in the respective revised scales at a stage next to their present pay on the old scales.

4. The procedure for recruitment and training of new graduate teachers and Headmasters for appointment in aided High Schools should be as laid down in para 4 of the Government Order under reference and in consultation with the Selection Boards to be set up for the purpose, viz.

(i) Selected new graduates will be placed in aided schools as far as possible regionally and will be on probation in the new scales ordinarily for a period not exceeding three years during which period they should be required to be trained under arrangement to be made by Government.

(ii) Trained graduates if selected will be placed in the new scales according to their qualifications and experience and will be posted in aided schools as far as possible regionally.

(iii) New graduates selected by Selection Boards, pending completion of their training will draw the initial salary of the new scales and on completion of training will be placed in the grade with necessary increment that they would earn according to the length of service calculated from the date of joining.

Similar procedure may be followed in respect of recruitment of new teachers for Government High Schools in consultation with the Departmental Selection Committees set up for the purpose .

5. The procedure for recruitment, training and placement of under-graduates should

be as laid down para 5 of the Government Order under reference.

6. Government further direct that as stipulated in para 6 of the Government Order under reference, trained graduate teachers absorbed in the new scales Government and aided schools in rural areas will be eligible for a special allowance of Rs 15/-per month for trained graduates and Rs 25/- per month for trained Honours graduates or with higher qualifications provided they reside in the area in which the School is situated irrespective of whether they reside in their own houses or in rented houses. Teachers enjoying rent-free quarters or those residing in School Building or School Hostels will not be entitled to the special allowance.

7. The Chief Inspector, Secondary Education is authorised to proceed with the implementation of the revised scheme.

The list of existing teachers whose cases are to be referred to the Selection Boards and Departmental Committees should be drawn up immediately and action taken according to the procedure laid down above .

He is also authorised to proceed with the recruitment, training and placement of new teachers other than Headmasters and Assistant Headmasters of Government and aided High Schools .

Necessary funds will be placed at the disposal of the Director of Public Instruction on receipt of a statement showing the requirement for Government schools and aided schools seperately.

The Accountant-General, West Bengal, has been informed .

No. 5396/1(1)- Edn.

Copy forwarded to the Finance Department for information and communication to the Accountant-General, West Bengal.

BOARD OF SECONDARY EDUCATION .WEST BENGAL

Circular No GA/NS/29 **Dated 26th August,1958**

Sub : Improvement of scales of pay of Secondary School teachers .

Ref : Fixation of pay of teachers in terms of Government of West Bengal Education Department's Notification No. 5396-Edn, dated 13.5.58 read with No. 1213-Edn, dated 4.2.58

The undersignd is directed to state that the following scales of pay have been prescribed for approved teachers with the specified qualifications in aided secondary schools with effect from the 1st March,1957.

A. *Headmasters :*

Trained graduates with Honours Degree or with Second Class Master's Degree plus five years' teaching experience.

(a) Class X High School Rs. 150-15/2-240-20/2-400/-

(b) Class XI (Academic type) Rs. 150-15/2-240-20/2-400/- plus a special pay of Rs. 25/- per month.

(c) Class XI (Multipurpose)— Rs. 150-15/2-240-20/2-400/- plus a special pay of an amount ranging between Rs. 25/- and Rs. 100/- per month according to the number of courses allowed in the School.

B. *Graduate Teachers :*

(i)	Trained graduates with Honours Degree or with Second Class Master's Degree or with Class III Master's Degree (Trained teachers with Second Class Master's Degree will start with two advance increments).	Rs. 130-5-150—10-350/-
(ii)	Trained graduates in Arts or Science (B.A. & B.Sc. with Distinction will start with two advance increments),	Rs. 100-5-215-10-225/-

C. **Under-Graduates :**
Assistant Mastgers—

(a)	I.A., I.Sc., (Trained)	Rs. 70-3-118-4-150/-
(b)	Matriculate with Kavyatirtha or Kavyatirtha plus another Tirtha, final Madrasha or its equivalent.	Rs. 70-3-118-4-150/-

D. **Fixation pay of Teachers :**

(a) Existing teachers and Headmasters (existing as on 1.3.57) with requisite qualification and training will be given a starting pay in the respective revised scales of pay at a stage next to their present pay in the old scales

(b) Existing teachers of aided high schools (existing as on 1.3.57) who belong to the following categories will have to appear before Selection Boards to be set up for the purpose. If selected, they will be eligible for the respective revised scales of pay as shown in paragraph I :—

(i) Graduates with Pass Degree and without B.T. or equivalent training qualifications, who have had less than 10 years' teaching experience in recognised high schools and who were below 50 years of age on the 31st December, 1957 ;

(ii) Teachers with Master's Degree or Honours Degree and without B.T. or equivalent training qualifications who had less than 5 years' teaching ezxperience in a recognised high school and who were below 50 years of age on the 31st December 1957.

(iii) Under-graduates with I.A or I.Sc. certificates who have had less than 10 years' teaching experience and who were below 50 years of age on the 31st December, 1957.

If teachers coming under the aforesaid categories are found suitable by the Selection Boards they would be required to be trained under arrangements to be made by government in conformity with the prescribed rules. On successful completion of training, these teachers would be eligible for the new scales of pay, and until they are trained they will draw pay in the respective new scales of pay at a stage next higher to their existing pay in the old scales ; where however the existing pay of the teacher is below the minimum of the new scales he will draw the initial pay of the new scale.

(c) Existing teachers (Graduates and Under-graduates) and

headmasters in aided high schools *other than* those of the categories mentioned in clause (b) (i), (ii) and (iii) are *exempted* from appearing before Selection Boards and will be eligible for the respective revised scales for trained teachers .

(d) The suitability of existing headmasters in aided high schools who were below fifty years of age on the 31st December, 1957,

for the new scales of pay will be determined in the same manner.

(e)(i) Trained Graduates, if selected by Selection Boards, will be placed in the new scale according to their qualifications and experiences.

(ii) New Graduates, if selected by Selection Boards, pending completion of their training, will draw the initial salary of the new scales and on completion of training will be placed in the grade with necessary increment that they would earn according to the length of service calculated from the date of joining.

3. Trained Graduate teachers in aided High Schools in *rural areas* who are absorbed in the new scales will be eligible for a special allowance of Rs. 15/- per month and trained Honours Graduates or teachers with higher qualifications will be eligible for a special allowance @ Rs 25/- per month provided they reside in the area in which the school is situated irrespective of whether they reside in their own house or in rented houses. Teachers enjoying rent-free quarters or those residing in school buildings or school hostels will not be entitled to the special allowance.

4. For fixation of pay of teachers in the new scales particulars as in the enclosed forms may please be furnished in triplicate to the Board with the least possible delay.

5. A supplementary grant to the schools along with a Memo for the year 1957-58 on account of fixation of pay of the teachers in the new scales will be issued by the Board after adjustment of the grants already paid on that account by the Director of Public Instructions, West Bengal.

Memorandum No. 11519-Edn/5 P-98/58 dated Calcutta, the 4th October, 1958 from Shri P. N. Sen Gupta, M.Sc., Deputy Secretary to the Government of West Bengal, Education Department, Education Branch, to the Director of Public Instruction, West Bengal.

Sub : Centrally Sponsored Schemes — Improvement of scales of pay of Secondary School Teachers.

Ref : Government Order No. 1213-Edn., dated the 4th February, 1958 and No. 5396-Edn. dated the 13th May, 1958.

The undersigned is directed to say that in modification of the previous Government Orders, the following qualifications and scales of pay for Headmasters and other teachers be adopted in aided Secondary Schools with effect from the 1st March, 1957.

A. Headmasters :

Qualifications		*Scales of Pay*
Trained Graduates with Honours Degree or with Second Class Master's Degree plus five years' teaching experience.	(a)	Class X High Schools Rs. 200-10-370-15-400/- plus a special pay of Rs. 25/- per month.
	(b)	Class XI High Schools Rs. 200-10-370-15-400/- with following special pays.
	(i)	with one course Rs. 50/- p.m.
	(ii)	with two courses Rs. 75/- p.m.
	(iii)	with three courses or more Rs. 100/- p.m.

The existing trained M.A.'s/M.Sc.'s (Class III) with teaching experience of five years and acting as Headmasters from a date prior to the 1st March, 1957 may be appointed Headmasters on a substantive basis.

Further recruitment of Headmasters should be on prescribed qualfications.

B. Graduate Teachers :

No change in qualifications and scales of pay as approved in Government Order No. 5396-Edn. dated the 13th May, 1958.

Existing Classical teachers having two Government Sanskrit Titles and with ten years' teaching experience onthe 31st December, 1957 may be treated as equivalent to trained graduates and placed on the scale of Rs. 100-5-215-10-225/-.

C. Under-Graduates :

Assistant Masters —

(a) I.A., I.Sc. (trained) — No change in qualifications and scale of pay.

(b) Classical Teachers, Matriculate with Kavyatirtha

Or,

Kavyatirtha with five years' teaching experience,

Or,

A teacher who has passed the Final Madrasah or its equivalent.

Or,

A teacher having two Government Sanskrit Titles.

Rs. 70-3-118-4-150/-

2. All other conditions laid down inthe Government Orders under reference remain the same.

3. The Accountant-General, West Bengal has been informed.

BOARD OF SECONDARY EDUCATION WEST BENGAL

Circular No. GA/NS/29/1 Dated, Calcutta, the 10th December, 1958

To : The Heads of all Aided High Schools, West Bengal.

Sub : Improvement of scales of pay of secondary school Teachers.

Ref : Fixation of pay of teachers in terms of Government of West Bengal, Education Department's Notification No. 5396-Edn., dated 13.5.58 and No. 11519-Edn., dated 4.10.58.

Dear Sirs,

I am directed to refer to the Board's Circular No. GA/NS/29 dated the 26th August, 1958, on the above subject and to issue in modification of the orders contained therein, the following further orders regarding the pay of Headmasters and other teachers :

1. For A, B and C in Para 1 of the Board's Circular dated 26.8.58 substitute following :

A. Headmasters :

Qualification	Scale of pay
Trained Graduates with Honours Degree or with Second Class Master's Degree plus five years' teaching experience	(a) Class X High Schools Rs.200-10-370-15-400/- plus a special pay of Rs.25/- per month.
	(b) Class XI High Schools Rs.200-10-370-15-400/- with following special pays.
	(i) with one course Rs.50/- per month.
	(ii) with two courses Rs.75/- per month.
	(iii) with three courses or more Rs. 100/- per month.

The existing tained M.A./M.Sc.'s (Class III) with teaching experience of five years and acting as Headmaster from a date prior to the 1st March, 1957, may be appointed as Headmaster on a substantive basis.

Future recruitment of Headmasters should be on prescribed qualifications.*

B. Graduate Teachers :

No change in qualifications and scales of pay as notified earlier in the Board's Circular No. GA/NS/29 dated the 26th August, 1958.

Graduate teachers having a diploma in Home (Domestic) Science from a recognised training institution may be treated as equivalent to trained graduates and placed on the scale of Rs.100-5-215-10-225/-.

Existing Classical teachers having two Government Sanskrit Titles and with 10 years' teaching experience on the 31st December, 1957, may be treated as equivalent to trained graduates and placed on the scale of pay of Rs.100-5-215-10-225/-.

C. **Under-Graduates :**

Assistant Masters :

(a)	I.A/I.Sc. (Trained)	No change in qualifications and scale of pay.
	Classical Teachers :	
(b)	Matriculate with Kavyatirtha, Or, Kavyatirtha with 5 years' teaching experience,, Or a teacher who has passed the Final Madrasah or its equivalent, Or, a teacher having two Government Sanskrit Titles.	Rs.70-3-118-4-150/-
(c)	Matriculate with V. M. training (training period not less than two years), Or, Matriculate Senior Trained	Rs.70-5/2- 100/-

2. Clauses (i), (ii) and (iii) under para 2(b) of the Board's Circular No. GA/NS/29 dated 26.8.50 should be read as follows :

"(i) Graduates with pass Degree and without B.T. or equivalent training qualifications who have had less than 10 years' teaching experience in a recognised high school, *or* who were below 50 years of age on 31st December, 1957 ;

(ii) Teachers with Master's degree or Honours Degree and without B.T. or equivalent training qualifications who have had less than 5 years' teaching experience in a recognised high school, *or* who were below 50 years of age on the 31st December, 1957 ;

(iii) Under-graduates with I.A. or I.Sc. certificates who have had less than 10 years' teaching experience, or who were below 50 years of age on the 31st December, 1957."

The words "and headmaster" occurring in clause (c) of para 2 of the Board's Circular dated 26.8.58 should be deleted.

The following clause should be substituted for clause (d) under para 2 of the said circular :

"Existing approved headmasters in aided high schools who were already placed on the scales of pay prescribed for headmasters in terms of Government Order No. 552-Edn., dated 21.1.55 will draw pay in the new scale of pay as shown in paragraph 1 above."

For clause (e) (i) in para 2 of the said circular the following should be substituted :

"Trained graduate teachers are not required to appear before Selection Boards and they will draw pay in the new scale as may be due to them."

After clause (e) (ii) in the same para add the following :

"Existing graduate teachers who have been selected by Selection Boards but who have not yet gone up for training, will draw pay in the new scale at a stage next higher to their existing pay in the old scale with effect from 1.3.57 and on completion of training they will draw increments in the new scale.

"Existing graduate teachers who have not appeared before the Selection Boards but who have gone up for training will draw with effect from the date of their joining the training institution pay in the new scale at a stage next higher to their existing pay in the old scale. On completion of training* they will draw usual increment in the new scale."

3. The following clarification of certain points about fixation of pay in the scales has been adopted :

(i) Existing Assistant Headmasters in aided high schools who were in respect of an allowance will continue to draw the same in addition to their pay in the new scale after 1.3.57.

(ii) The benefit of two advance increments for M.A./M.Sc. (Class I/II) and B.A./B.Sc. (Dist.) will be allowed to the existing approved teachers.

(iii) Areas other than municipal areas are taken to be rural areas for the purpose of allowing special allowance to trained graduate teachers.

(iv) Amount recoverable from schools on account of additional grant paid to them for the pay of teachers as fixed in the new scales being less than the advance grants already paid by the Director of public institution will be adjusted against the grants payable to them for the year 1958-59.

4. The pay of headmasters and teachers in the new scales as has already been fixed will be reviewed where necessary as soon as possible in the light of the revised orders and the clarification embodied in the foregoing paragraphs.

Sd/- A. K. Chaudhury
for Finance Officer.

GOVERNMENT OF WEST BENGAL
Education Directorate

No. 956(21)Sc/S Calcutta, the 5th February, 1959

Sub : Improvement of pay-scales of trained teachers serving in Junior High Schools.

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* Completion of training means completion of the B.T./B.Ed. Exam. both theoritical and practical.

Ref : No. 1213 Edn. dated 4.2.58. read with G.O., No. 5396 Edn. dated 13.5.58 and No. 11519 Edn. dated 4/7.10.58.

In terms of the above Government orders trained teachers and qualified Headmasters of Junior High Schools are entitled to get the benefit of the revised scales of pay. The additional amount required to bring such teachers and Headmasters in the revised scale will be placed at his/her disposal at an early date. This could not be calculated before the receipt of Grant-in-aid applications with necessary particulars. Such teachers will get the benefit of the scale with effect from 1.3.57 and will be paid the difference of their present pay as shown in the Grant-in-aid applications and their pay as fixed in terms of above Government Order.

Qualified Headmasters in addition to their being placed in the new scale will also get an allowance of Rs.25/- per month.

The schools may be informed accordingly.

GOVERNMENT OF WEST BENGAL
Education Department, Education Branch

No. 7044 Edn. Dated Calcutta, the 3rd/4th July, 1959.

Sub : Second Five-Year Plan—Improvement of quality and conditions of services of teachers in secondary schools — Allowances of Assistant Headmasters.

Ref : His U.O.N. 439/C.S., dated the 22nd/23rd May, 1959.

The undersigned is directed by order of the Governor to say that the Governor has been pleased to sanction the following allowances for teachers as are entrusted with the additional responsibility of Assistant Headmasters of the aided secondary schools :-

		Rs. (per month)
(1)	Multipurpose schools with more than one stream	50
(2)	Class XI schools with one stream	40
(3)	Class X schools irrespective of enrolment	35

This is subject to the conditions that if in any existing class X school, any Assistant Headmaster was drawing higher allowance and if it was granted to him on a permanent basis he will be permitted to draw it and his case will be deemed as a special case.

This order should take effect from 1st April, 1959.

The additional cost involved will be met from the provision under the head "W. Development Schemes — Second Five Year Plan — Secondary Education — Training of teachers for Multipurpose Higher Secondary Schools — Improvement of quality and conditions of service of teachers' in the 37- Education Budget.

The Accountant General, West Bengal, has been informed.

BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. GA/NS/29/2 Dated Calcutta, the 8th April, 1960

Sub : Centrally Sponsored Scheme — Improvement of Scales of pay of Secondary School teachers.

In continuation of the Board's Circular No. GA/NS/29 dated the 26th August, 1958, and No. GA/NS/29/1 dated the 10th December, 1958, on the above subject, the undersigned is directed to state that the following further clarifications and amendments have been adopted for the purpose of fixation of pay of teachers of aided High Schools in the new scales of pay with effect from 1st March, 1957 :-

(1) Untrained pass graduate and under-graduate teachers appointed in aided high schools on a date prior to 1.3.57, who had less than 10 years' teaching experience in recognised high schools or who were below 50 years of age on the 31st December, 1957, and who were required to appear before the Selection Boards in terms of Government Order No. 5396 Edn. dated the 13th May, 1958 will appear before the Departmental Selection Committees which have since been constituted at the district level under orders of Government. Untrained Pass graduate and under-graduate teachers appointed on or after 1.3.57, will also appear before the said Selection Committees. The pay of the teachers selected by the Selection Committees will be fixed in terms of Government orders as already Communicated to the Schools.

(2) Existing untrained M.A./M.Sc., B.A. (Hons.), B.Sc.(Hons.) teachers who had less than 5 years' teaching experience or who were below 50 years of age on 31st December, 1957, as also new recruits possessing such qualifications will draw the initial pay of new scale of Rs. 130-5-150-10-350/- with effect from the dates of their appointment, but not earlier than 1.3.57 pending their selection by the Departmental Selection Committees.

(3) Existing trained M.A./M.Sc. (III) teachers with teaching experience of 5 years and acting as headmasters from a date prior to 1.3.57, are eligible for appointment as headmasters on a substantive basis with effect from 1.3.57, the date from which the revised scales of pay were introduced.

(4) Teachers who may be entrusted with the additional responsibility of Assistant Headmasters of aided high schools will be eligible for the following revised rates of allowance with effect from 1.4.59 :-

(a)	Multi-purpose schools with more than one stream	Rs. 50/- p.m.
(b)	Class XI schools with one stream	Rs. 40/- p.m.
(c)	Class X schools irrespective of enrolment	Rs. 35/- p.m.

Assistant Headmasters of Class X schools who were already drawing higher rates of allowance on permanent basis will continue to do so.

(5) The special allowance admissible to trained graduate teachers and trained teachers with higher qualifications in rural areas will not be admissible to a teacher residing in a relative's house of residing as a paying guest with another person. Such trained teachers residing in hostels and paying seat rent will draw the special allowance equivalent to the seat rent paid by them or the admissible allowance whichever is less.

ANNEXURE

EMOLUMENTS AS ON 31ST MARCH, 1961

	Scale of pay Rs.	Dearness Allowance Government contribution Rs.	School contribution Rs.	Revised scale of pay prescribed with effect from 1st April, 1961. with D.A. merged in the scale.
A. Headmasters and Headmistresses Trained Graduates with Honours I. Degree or with Second Class Master's degree plus five years' teaching experience in recognised Secondary Schools.	(i) Class X High Schools 200-10-370-15-400 plus special pay Rs. 25.	17.50	17.50	(i) Class X High Schools Rs. 350-10-450-15-525
	(ii) Class XI High Schools 200-10-370-15-400 with following special pay :	17.50	17.50	(ii) Class XI High Schools. Rs. 350-10-450-15-525 with following special pay :
	(a) With one course Rs. 50 per month.			(a) With one course Rs. 25 per month.
	(b) With two courses Rs. 75 per month.			(b) With two courses Rs. 50. per month.
	(c) With three courses or more Rs. 100 p.m. Class X/Class XI/High Madrasahs.			(c) With more than two courses Rs. 75 per month. (i) Class A High Madrasahs. Rs. 350-10-450-15-525
II. Trained Graduates with Honours degree or with Second Class Masters' degree plus five years' teaching experience in recognised Secondary Schools or Madrasahs.	140	17.50	17.50	(ii) Class XI/High Madrasahs. Rs. 350-10-450-15-525 with following special pay : (a) With one course Rs. 25 p.m. (b) With two courses Rs. 25 p.m. (c) With more than two courses Rs. 75 per month.

Note : Existing trained M.A./M.Sc's (Class III) acting as Headmasters/Headmistress from a date prior to 1st March, 1957 plus five years' teaching experience in recognised Secondary Schools or Madrashas are entitled to the revised scale of pay.

Trained M.A. /M.Sc. (Class III) with teaching experience of five years and who have been working satisfactorily as Assistant Headmasters for at least five years prior to 1st March, 1961 in recognised aided High Schools or as Headmasters on a temporary basis from a date prior to the 1st March, 1961 in recognised aided High Schools may be appointed as Headmasters on a substantive basis and placed in the revised scale of pay (vide Government order No. 1786 Edn. (D) dated 29th April, 1961).

	Junior High/Senior Basic Schools (up to Class VIII).			
III. Trained Graduates with three years' teaching experience.	100-5-215-10-255 plus a special pay of Rs. 25 per month. Class X and Class XI High Schools	17.50	17.50	Rs. 160-7-223-8-295 plus special pay of Rs. 25 per month.
B. Assistant Headmasters and Assistant Headmistresses. (i) Trained Graduates with Honours degree or with Master's degree.	Assistant Master's scale of pay according to qualifications plus Assistant Headmaster's allowance as follows : (a) Class X High School Rs. 35 p.m. (b) Class XI High School with one course Rs. 40 p.m. with two or more courses Rs. 50 p.m.	17.50	17.50	Assistant Teacher's revised scale of pay according to qualifications plus Assistant Headmaster's allowance as follows : (a) Class X High School Rs. 35 p.m. (b) Class XI High School with one course Rs. 40 p.m. ; with two or more courses Rs. 50 p.m.
ii. *Teachers as are entrusted with the additional responsibility as Asstt. Headmaster of the aided Secondary Schools/Madrashas (vide Government order No. 7044 Edn. (D), dated the 3rd/4th July, 1959).	Rs. 105	Rs. Secior /High 17.50	Rs. Madasahs 17.50	Assistant teachers' revised scale of pay according to qualifications plus Assistant Headmasters' allownaced as follows : (a) Class X High Madrasah Rs. 35 per month. (b) Class XI High Madrasah with one course Rs. 40 per month ; with two ro more courses Rs. 50 per month.
	Junior High and Senior Basic Schools Class X High Schools/ Class XI High Schools and Class XI Senior and High Madrashs.			

	Scale of pay Rs.	Dearness Allowances Government contribution. Rs.	School Contribution Rs.	Revised scale of payprescribed with effect from 1st April, 1961. with D.A. merged in the scale.
C. Assistant Teachers.				
a. Trained Graduates with Honours degree or with B. Com. (1st Class) or with a Master's degree or B.Sc. (Agri).	130-5-150-10-350- Trained teachers with Second Class Master's degree start with two advance inrements.	17.50	17.50	Rs. 210-10-450 Trained teachers with Second Class Master's degree will start with two advance increments.
b. Untrained Graduates with Honours degree or with B. Com. (1st Class) or with a Master's degree.	Rs. 130 (fixed until trained) Teachers with Second Class Master's degree start at Rs. 140 (fixed until trained).	17.50	17.50	Rs. 210 (fixed until trained) Teachers with Second Class Masters'degree will start at Rs. 230 (fixed until trained).
c. Trained Graduates in Arts or Science. Existing classical teachers with two Government Sanskrit titles and with 10 years' teaching experience on 31st December, 1957.	100-5-215-10-225 Graduates with distinction start with two advance increments.	17.50	17.50	Rs. 160-7-223-8-295 Graduates with distinction will start with two advance increments.
d. Untrained Graduates in arts or science.	Rs. 100 (fixed until trained) Graduates with distinction start at Rs. 110 (fixed until trained.)	17.50	17.50	Rs. 160 (fixed until trained). Graduates with distiction will start at Rs. 174 (fixed until trained.)

***Under-qualified Asstt. Headmaster who had not specified qualifcation i.e., M.A., B.T. or Hon's B.T. were allowed Asstt. Teacher's Scale of pay plus A.H.M. allowance**

e. Under-Graduates teachers :

i. I.A./I.Sc. (Trained)	70-3-188-4-150	17.50	17.50	Rs. 115-3-133-4
ii. Untrained under-graduates (I.A./I.Sc.)	70 (fixed until trained)	17.50	17.50	Rs. 115 (fixed until trained)
iii. Crafts teachers (Matricualate and trained in recognised institutions).	70-3-118-4-130	17.50	17.50	Rs. 115-3-133-4-185
iv. Classical teachers-Matriculate with Kabyatirtha or Kabyatirtha with five years' teaching experience. or, a teacher having two Government Sanskrit titles. or, a teacher who passed the Final Madrasah or its equivalent.	70-3-118-4-150	17.50	17.50	Rs. 115-3-133-4-185
v. Other teachers-Matriculate (I.A. with one subject) or Existing Matric V.M. with two years' training.	70-5/2-100	17.50	17.50	Rs. 100-3/2-112-2-120

N.B. Existing Teachers of aided Secondary Schools above 50 years of age and with 10 years' teaching experience in a recognised High School on 31st December, 1957 are treated as trained teachers for the purpose of the revised Scale of pay.

H. B. Ghosh
Assistant Secretary,. Education Department

BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. GA/RS/34 Dated, Calcutta the 25th April, 1962

Sub : Improvement of conditions of service of recognised Non-Government Secondary Schools.

Ref : Board's Circulars No. GA/NS/29 dated 26.8.58, No. GA/NS/29/1 dated 10.12.58, No. GA/NS/29/2 dated 8.4.60 and Government Order No. 854-Edn. (D), dated 3rd March, 1962.

Dear Sirs,

I am directed to say that the conditions of service of the teachers of recognised Non-Government Secondary Schools in the State of West Bengal have been further improved under the Government Order referred to above. The following scales of pay have been prescribed for approved whole-time teachers in aided secondary schools with effect from the 1st April, 1961.

A. Headmasters and Headmistresses	**Revised scale of pay pescribed with effect from 1.4.61 with D.A. merged in the scale.**
Trained Graduates with Hons. Degree or with second Class Master's Degree plus five years' teaching experience in recognised Secondary Schools.	Class X HIgh Schools Rs.350-10-450-15- 525/-
	Class XI High Schools Rs.350-10-450-15- 525/- with following special pay — (a) with one course — Rs. 25/- p.m. (b) with two course — Rs. 50/- p.m. (c) with more than two courses — Rs. 75/- p.m.

Trained M.A.'s/M.Sc.'s (Class III) with teaching experience of five years and who have been working satisfactorily as Assistant Headmasters for at least five years prior to the 1st March, 1961 in recognised aided High Schools or as Headmasters on a temporary basis from a date prior to the 1st March, 1961 in recognised aided High Schools may be appointed as Headmasters on a substantive basis and placed in the revised scale of pay [Vide Government Order No. 1786 — Edn. (D) dated 29.4.61].

Class X and Class XI High Schools

B.—Assistant Headmasters & Assistant Headmistress	**Assistant teachers' revised scale of pay according to qualification plus Assistant Headmaster's allowance as follows :**
(i)—Trained Graduates with Hons. Degree or with Master's Degree. (ii)—Teachers as are entrusted with the additional responsibility as Asst. Headmaster of the aided Secondary School [Vide Government Order No. 7044-Edn. (D) dated 3/4.7.59].	(a) Class X High School ... Rs. 35/- p.m. (b) Class XI High School with one course ... Rs.40/- p.m. (c) With two or more courses ... Rs. 50/- p.m.

C. Assistant Teachers	Revised scales of pay
Graduates	
(a) Trained Graduates with Hons. Degree or with B.Com. (1st Class) or with a Master's Degree or B.Sc. (Agri).	... Rs. 210-10-450/- Trained teachers with Second Class Master's Degree will start with two advance increments.
(b) Untrained Graduates with Hons. Degree or with B.Com. (1st Class) or with a Master's Degree.	... Rs.210/- (fixed until trained). Teachers with Second Class Master's Degree will start at Rs. 230/- (fixed until trained).
(c) Trained Graduates in Arts or Science, Existing Classical teachers with two Government Sanskrit titles and with 10 years' teaching experience on 31.12.57.	... Rs.160-7-223-8-295/- Graduates with distinction will start with two advance increments.
(d) Untrained Graduates in Arts or Science	... Rs.160/- (fixed until trained) Graduates with distinction will start at Rs.174/- (fixed until trained).
Undergraduates	
(e) (i) I.A./I.Sc. (Trained)	... Rs.115- 3-133-4-185/-
(ii) Untrained under-graduates (I.A./I.Sc.)	... Rs.115/- (fixed until trained)
(iii) Crafts teachers (Matriculates and trained in recognised institutions).	... Rs.115-3-133-4-185/-
(iv) Classical teachers — Matriculate with Kavyatirtha or Kavyatirtha with five years' teaching experience or, a teacher having two Government Sanskrit titles ; or, a teacher who has passed the Final Madrasah or its equivalent.	... Rs. 115-3-133- 4-185/-
(v) Other teachers — Matriculate (I.A. with one subject) or Existing Matric with one subject) or Existing Matric V.M. with two years' training.	... Rs. 100-3/2-112-2-120/-

(f) Existing untrained graduate and under-graduate teachers in aided Class X and Class XI schools, whose pay was fixed by the Board in the scales prescribed for the trained graduate and trained under-graduate teachers with effect from 1.3.57 or from a subsequent date of appointment will be placed in the revised scales of pay prescribed for the trained graduate and under-graduate teachers as the case may be.

D. As the existing dearness allowance, i.e., school dearness allowance plus Government dearness allowance, has been merged in the revised scales of pay of the headmasters and teachers as stated at 'A' and 'C', no further payment on account of school dearness allowance and Government dearness allowance will be made to the schools. The management of the Institutions should, however, continue to pay the school's share of contribution at Rs.10/- per month per teacher towards the salary of the teachers in the revised scale with effect from the 1st April, 1961.

E. Pay of the existing teachers in aided Class X and Class XI schools (excluding the teachers of the Class XI schools whose pay etc., are paid by the D.P.I., West Bengal) will be fixed by the board wih effect from 1.4.61 in the following manner :—

(i) The amount of Government Dearness Allowance and School Dearness Allowance will first be added to his/her pay in the scales as on 31st March, 1961.

(ii) His/Her pay in the revised scale from 1st April, 1961, will then be fixed at a stage next higher to his/her emolument on 31st March, 1961.

(iii) Where the existing pay on 31st March, 1961 plus the Dearness Allownce (Government and School Dearness Allowance) is less than the initial of the revised scale, the teacher will draw the initial of the revised scale.

(iv) Provident Fund contribution will be made according to the pay in the revised scales.

(v) The management of the aided Class X and Class XI schools have already received Government Dearness Allowance @ Rs. 17.50 np. per teacher per month. The amount so drawn will be recovered from the amount of special grant payable to the school on account of difference of pay of the teachers due to fixation of pay in the revised scales with effect from 1.4.61.

F. Trained graduate teachers in aided high schools in rural areas who are absorbed in the new scales will be eligible for a special allowance of Rs. 15/- per month and trained Honours Graduates or teachers with higher qualifications will be eligible for a special allowance @ Rs.25/- per month provided they reside in the area in which the school is situated irrespective of whether they reside in their own house or in rented houses. Teachers enjoying rent-free quarters or residing in a relative's house or residing as a paying guest with another person will not be entitled to the special allowance. Such trained teachers residing in hostels and paying seat rent will draw the special allowance, equivalent to the seat-rent paid by them or the admissible allowance, whichever is less.

G. Untrained graduate and under-graduate teachers who have not yet been selected by the District Selection Boards will not be eligible for the revised pay of Rs. 160/- (fixed) or Rs. 115/- (fixed) as the case may be. Thei cases will, however, be taken up for consideration after they have been selected by the District Selection Boards.

H. For fixation of pay of teachers in the revised scales particulars as in the enclosed application form may please be furnished together with attested copies of Matriculation and other Unviersity Certificate of the teachers.

Particulars in respect of Headmaster/teacher whose pay has been fixed by the Board in the new scales of pay as Headmaster/teacher of the school where he is now attached, need not be furnished.

1. A supplementary grant to the school along with a memo showing the difference of pay on account of fixation of pay of the teachers in the revised scales of pay will be issued by the Board — after adjustment of the grant-in-aid already paid for the year 1961-62.

GOVERNMENT OF WEST BENGAL
Education Department, Development Branch

No. $\frac{\text{2866-Edn(D)}}{\text{9P-53/62pt}}$

Sub : *Improvement of the condition of services of teachers of recognised Non-Government Secondary Schools and Madrasahs.*

Ref : His letter No. 2394 dated the 26th June, 1962.

The undersigned is directed by order of the Governor to say that the Govenor is pleased to approve the following modification in the first column of the Annexure to Government Order No. 854-Edn.(D) dated the 3rd March, 1962.

1. Under head "A. Headmasters and Headmistress's" the follwoing additional paragraph be inserted below the Note —

"Under-qualified Headmasters and Headmistress viz. B.A., B.T., or B.Sc., B.T., or B.Com., B.T. as existing in the recognised aided high schools on the 31st March, 1961 approved on a temporary basis on the initial of the old scale may also draw the initial of the revised scale."

2. Under the head "C. Assistant teachers" —

(i) The following Note be inserted below items (a) & (b) :
"In the case of existing trained and untrained graduates with a B.Com. Degree, first class will not be insisted on."

(ii) The fullstop after the bracket in serial (iii) under item "(e) Under-graduates teachers" be deleted and the following words added, "and V.M. trained teachers."

(iii)The following words in serial "(v) Other teachers" be deleted —
"Or existing Matriculate V.M. with two years' training."

2. The Governor has been further pleased to approve the appointment of untrained graduate or under-graduates in recognised aided schools for a period of six months only provisionally on the initial of the respective scales. If approved by the Selection Committee they will continue on the initial of the scales until trained when they will be eligible for increments. The services of such teachers not selected by the Selection Committee for improved pay-scales will be dispensed with by the Managing Committee.

3. The Accountant General, West Bengal has been informed.

GOVERNMENT OF WEST BENGAL
Education Department, ***Development Branch***

No. $\frac{\text{2654-Edn(D)}}{\text{9-P-28/66}}$ Dated, Calcutta, the 23rd July, 1963.

Sub : *Improvement of the condition of service of teachers of recognised Non-*

Government Secondary Schools and Madrasahs.

Ref : Govt. Order No. 2866-Edn.(D) dated the 18th July, 1962.

The undersigned is directed by order of the Governor to convey the approval of the Governor to the following further modifications in the Annexure to Govt. Order No. 854-Edn. dated 3rd March, 1962 :-

(i) The date 31st March, 1961 occurring in the additional paragraph inserted in terms of the Govt. Order under reference below Note under the head 'A. Headmasters and Headmistresses' should be replaced by the date 31st March, 1962.

(ii) The words (First Class) after B.Com. in terms (a) and (b) under the head 'C. Assistant teachers' in Col.1 of the Annexure as also the Note inserted thereunder in terms of the Govt. Order reference should be deleted.

(iii) The qualifications shown in item 'C'. Trained graduates in Arts or Science' under 'c' in Col. I. of the Annexure should be replaced by the following : "Classical teachers with two Govt. Sanskrit titles or wih F.M. and M.M. titles on completion of ten years' teaching experience."

2. In supersession of para 2 of Government Order No. 2866-Edn.(D) dated the 18th July, 1962, the Governor is pleased to direct that untrained graduates and under-graduates appointed as teachers in recognised aided schools will draw provisionally the initial of the respective scales subject to selection by the Disrict Selection Committee within a period of one year. The appointment of such teachers should not be approved till they are selected by the District Selection Committee.

3. The Accountant General, West Bengal has been informed.

GOVERNMENT OF WEST BENGAL
Education Department
Development Branch

No. 3416_Edn.(D) / 5P–29/64 — 22nd June, 1965

To : The Director of Public Instruction, West Bengal

Ref : His U.O. No. 280, dated the 15.4.1965.

In modification of Government Order No. 3818-Edn.(D), dated the 30th December, 1964, the undersigned is directed by order of the Governor to say that the Governor is pleased to direct that the teachers of Government and aided Secondary schools and Lecturers of Government and Sponsored Training Colleges teaching English, who would successfully *complete the training course at the Institute of English, Calcutta,* be allowed to draw two increments in the respective scales of pay from the *date of resuming their duties in the respective institutions.*

2. The grant of two increments to English Teachers and Lecturers on completion of above training would not affect the normal dates of increments of the persons concerned, i.e. after drawal of these two advance increments, the persons concerned should be allowed to draw their next increment, as usual.

3. The Accountant General, West Bengal, has been informed.

4. This order issue with the concurrence of the Finance Department of this Government, vide their U.O. No. AVII/2805, dated the 10th December, 1964.

H. B. Ghosh
Deputy Secretary to the
Government of West Bengal

GOVERNMENT OF WEST BENGAL
EDUCATION DIRECTORATE : APPOINTMENT BRANCH

No. 4075-Edn.(A) / 8P-29/66 6th December, 1965.

To : The Director of Public Instruction, West Bengal.

The undersigned is directed to say that in terms of Government Order No. 2251-Edn.(G) dated the 28th June, 1962 Headmasters in the West Bengal Senior Educational Service and in the West Bengal Educational Service have been permitted to draw a special pay of Rs. 75/- and Rs. 50/- respectively to commensurate with their additional duties and responsibilities in connection with the supervision and administrative control of the morning section of the respective Government Secondary Schools.

The undersigned is directed by order of the Governor to say that the Governor is pleased to order that the special pay of Rs.75/- and Rs.50/- as the case may be, drawn by the Headmasters of Government Secondary Schools should be declared as duty allowance under Article 23(C) of Civil Service Regulations and counted towards pensions.

This order issues with the concurrence of the Finance Department, vide their U.O. No. AVII/2967 dated the 6th December, 1965.

The Accountant General, West Bengal has been informed.

L. K. Chatterjee,
Assistant Secretary to the
Government of West Bengal.

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT — SECONDARY BRANCH

No. 1332-Edn.(S)/5P-23/66 Dated, Calcutta, the 24th December, 1966

From : Shri J. C. Talapatra
Deputy Secretary to the Govt. of West Bengal.

To : The Director of Public Instruction, West Bengal.

Sub : Improvement of the conditions of services of teachers of recognised Non-Government Secondary Schools.

1. The undersigned is directed to say that the question of improvement of service conditions of teachers of aided secondary schools has been under the consideration of Government for some time. The Governor is now pleased to sanction the revised scales of pay as detailed in the Annexure for all approved whole-time teachers of

recognised Non-Government Secondary Schools including Senior Basic Schools and Madrasahs which have come or may come under the Grants-in-aid-Scheme. The revised scales of pay are effective from the 1st April, 1966.

2. The term "approved" occurring in para 1 above should be construed to mean "approved by the Director of Public Instruction, West Bengal."

3. The management of the institution concerned should continue to pay the school's contribution at the rate of Rs. 10/- per head per month towards the salary of the teachers in the revised scales. So long as unaided schools do not participate in the aided school scheme, the teachers therein will continue to receive hithertofore Dearness Allowance at the existing rates on satisfying the conditions that exist at present.

4. Subject to the fulfilment of the conditions regarding selection etc., new entrants will start with an initial salary as may be admissible in the revised scales.

5. The pay of the existing teachers in the revised scale may be fixed in the following manner :—

(i) It will be open to any member of the staff to come under the revised scales on any date subsequent to the 1st April, 1966 if it is more advantageous to him. For the purpose of increments in the revised scales, the period of one year should be counted from the date of fixation of the pay in the revised scale.

(ii) The pay in the revised scales should be fixed on 1st April, 1966 or on the date of option, at the stage which is immediately above the pay of the incumbent on the 31st March, 1966 or the date immediately preceding the date of option, as the case may be.

(iii) Provident Fund contribution should be made according to the pay in the revised scales by the Managers to be re-imbursed to the Schools through grants-in-aid until further orders.

Pay for the purpose of reckoning subscription is basic pay and includes the special pay of the Headmasters/Headmistresses.

6. Option should be exercised in the enclosed form. Option once exercised should be treated as final. If the option is not exercised within one year from the date of issue of this order, the pay of the teacher concerned should be fixed in the revised scale applicable to him with effect from 1st April, 1966.

7. All whole-time staff will be entitled to Dearness Allowance at the rates as admissible in terms of Govt. Order No. 3156-Edn.(D), dated the 14th May, 1965 and Govt. Order No. 845-Edn.(T), dated the 15th July, 1966.

8. The Director of Public Instruction, West Bengal is now authorised to proceed with the implementation of the Revised Salary Scheme as now approved.

9. The exta cost involved for the payment of grant-in-aid for the increase in salary in the revised scales and Provident Fund Contribution will be regarded as development expenditure during the Fourth Five-Year Plan period and will be debited to the head "W.B. Development Schemes — Fourth Five-Year Plan — Secondary Education — Improvement of the conditions of service of staff in secondary schools" in the 28-Education Budget, which may be augmented by re-appropriation or otherwise in due course.

10. The Accountant General, West Bengal, has been informed.

11. This order issues with the concurrence of the Finance Department of this Government vide their U.O. No. A.VII/1676 dated the 6th August, 1966.

Sd/- J. C. Talapatra
Deputy Secretary, Education Department
Government of West Bengal.

ANNEXURE

	Existing scale of pay as on 31.3.66	Revised scales of pay prescribed with effect from 1.4.66
	Rs.	Rs.

CLASS X/CLASS XI HIGH SCHOOLS/CLASS X/CLASS XI HIGH MADRASAHS

A. *Headmasers and Headmistresses*

I. Existing —

Trained Graduates with Honours degree or with Second Class Master's degree plus five years' teaching exprience in recognised secondary schools. **For future requirement** — Trained graduates with Honours degree or with Master's degree who have secured not less than 40% marks at M.A./M.Sc. Examination plus five years' teaching experience in recognised Secondary Schools. Graduates with Special Honours** shall not be treated as Honours Graduates for this purpose.	350-10-450-15-525 with following special pay for Class XI Schools, (a) With one course of Rs. 25 p.m. (b) With two courses Rs. 50/- p.m. (c) With more than two courses Rs. 75/- p.m.	350-25-400-30-640-40-800 with following special pay for Class-XI schools. (a) With one course Rs. 25/- p.m. (b) With two courses Rs. 50/- p.m. (c) With more than two courses Rs. 75/- p.m.

Comment : * M.A. (III) but securing not less than 40% marks is considered as eligible for appointment for the post of the Headmaster.

** 'Special Honours' was considered as an eligibility for appointment upto 31.3.1966. — *Editor.*

Note : 1. Existing trained M.A./M.Sc. (Class III) acting as Headmasters/Headmistresses from a date prior to 1.3.57 plus five years' teaching experience in recognised Secondary Schools or Madrasahs are entitled to the revised scale of pay.

2. Trained M.A./M.Sc. (Class III) with teaching experience of five years and who have been working satisfactorily as Assistant Headmasters for at least five years prior to 1.3.61 in recognised aided High Schools or as Headmasters on a temporary basis from a date prior to 1.3.61 in recognised aided High Schools may be appointed as Headmasters on a substantive basis and placed in the revised scale of pay.

3. Under-qualified Headmasters and Headmistresses viz., B. A., B.T. or B.Sc., B.T. or B.Com., B.T. as existing in recognised aided High Schools on the 31.3.62 and approved on a temporary basis on the initial of the old scale may also draw the initial of the revised scale.

4 No under-qualified persons should be appointed Headmasters/Headmistresses except as a purely temporary measure. If it is necessary to continue the services of such Headmasters/Headmistresses beyond six months in the interest of the school, fresh approval, for their retention beyond six months should be obtained from the Director of Public Instruction, West Bengal. Such Headmaster/Headmistress may be allowed a working allowance not exceeding 20% of his/her basic pay in his/her grade according to qualifications. In addition, he/she will be entitled to draw the special pay of the Headmaster/Headmistress as is admissible according to the number fo streams.

B. *Assistant Headmasters and Assistant Headmistresses*

(i) Trained Graduates with Honours degree or with Master's degree. (ii) Teachers as are entrusted with the additional responsibility as Assistant Headmasters of the aided Secondary Schools/Madrasahs.	Assistant Teachers' revised scale of pay according to qualifications plus Assistant Headmaster's allowance as follows :- (a) Class X High School — Rs. 35 p.m. (b) Class XI High School — With one course—Rs. 40 p.m. With two or more Existing scale of pay as on 31.3.66.	For trained graduates with Honours degree or with Master's degree plus 3 years teaching experience in recognised Secondary Scools — 250-20-350-25-475 plus special allowance as follows : For Class X Class Schools Rs.35. Revised scale of pay prescribed with effect from 1.4.66.
	Rs. courses Rs.50 p.m.	Rs. For Class XI Class Schools (a) With one course Rs. 40 p.m. (b) With more than one course Rs.50 p.m.

Note : 1. No Assistant Headmaster/Assistant Headmistress should be appointed

in a Higher Secondary School or a High School unless the roll strength exceeds 400 or 300 respectively. The existing Assistant Headmaster/Assistant Headmistress may, however, continue to draw the allowance till they vacate their posts by retirment, resignation etc.

2. Under-qualified Assistant Headmaster/Assistant Headmistresses will not be entitled to the revised scale of pay. They will continue to draw their pay according to qualifications as Assistant Teachers and the prescribed allowance for the post.

B. ***Headmasters and Headmistresss :***

Junior High Schools/Junior Madrasahs

Trained Graduates with three years' teaching experience.	160-7- 223-295 plus special pay of Rs. 25 per month.	167-7-237-8-317 plus special pay of Rs. 25 per month.
	Senior Basic Schools	
M.A. or M.Sc. or B.A. (Hons) or B.Sc. (Hons.) with P.G.B.T. or with B.T. degree.	210-10-450 (teachers with Second Class Master's Degree will start with two advance increments). Existing scale of pay as on 31.3.66.	220-10-320- 15-470 Trained graduates with Second Class M.A. or M.Sc. degree will start at the 3rd stage, i.e., at Rs. 240/- Revised scale fo pay prescribed with effect from 1.4.66.
	Rs.	Rs.

C. ***Assistant Teachers :***

Class X High Schools/Class XI High Schools/Class X and Class XI High Madrasahs

(a) Trained graduates with Honours degree or with Master's degree and Teachers with B.Agr. degree in Class XI Schools with Agriculture stream.	210-10-450 Trained Teachers with Second Class Master's degree will start with two advance increments.	220-10-320-15-470 Untrained Teachers will remain at the initial stage of the scale.
(b) Untrained graduates with Honours degree or with Master's degree.	Rs. 210 (fixed until trained). Teachers with second class Master's degree would start at 230/- (fixed until trained).	Trained and untrained graduates with Second Class Master's degree will start at the 3rd stage i.e., at Rs. 240/- and if untrained will not have any increment beyond Rs. 240/-.

Junior High and Senior Basic Schools/Junior Madrasahs/Class X High Schools/Class XI High Schools and Class X and Class XI High Madrasahs

(c) Trained graduates/Classical teachers with two Govt. Sanskrit titles or with M.M. on completion of ten years' teaching experience/Music Teachers with B.Mus. degree awarded by Universities or with equivalent degree or diploma of recognised institutions/Art teachers with diploma from Government College of Art & Craft or from Kalabhawan (Visva Bharati) or equivalent diploma from a recognised institution.	160-7-223-8-295 Existing scale of pay as on 31.3.66	167-7-237-8-317 Untrained Pass graduates will remain at the initial state of the scale i.e., at Rs. 167/-. Revised scale of pay prescribed with effect from 1.4.66. Trained and untrained Pass graduates with distinction will start at the third stage, i.e., at Rs. 181/- and if untrained will not have increment beyond Rs. 181/-.
Untrained graduates	Rs.160/- (fixed until trained)	

(d) *Under-graduate Teachers :*

(i) I.A./I.Sc. (trained).	115-3-133-4-185	120-5-230 Untrained undergraduates will remain at the initial stage of the scale i.e., at Rs. 120/-.
(ii) Untrained undergraudates (I.A./I.Sc.)	115 (fixed until trained).	
(iii) Music teachers with I.Mus. certificate awarded by Universities or with equivalent certificate or diploma awarded by recognised institutions/Craft teachers with School Leaving Certificates or recognised equivalent qualifications with two years' Craft Training Certificates.	115-3-133-4-185	120-5-230.

(iv) V.M. teachers/Classical teachers — (a) Matriculate with Kavyatirtha or Kavyatirtha with five years' teaching experience, or (b) a teacher having two Govt. Sanskrit titles with less than 10 years' teaching experience, or (c) a teacher who has passed the final Madrasah or its equivalent.	115-3-133- 4-185	120-5-230

N.B.

(1) Existing teachers of aided secondary schools above 40 years of age and with ten years' teaching experience in a recognised High School on 1.4.66 will be treated as trained teachers for the purpose of the revised scales of pay.

(2) In case of teachers who will improve their qualifications after 1.4.66, the revised scales of pay should be made applicable to them from the date following the last date of examination — both theoretical and practical.

(3) Rural allowance as approved in Govt. Order No. 1213-Edn. dated 4.2.58 shall continue until further orders.

(4) *Teachers who passed the B.Com. Examination (old course) of the University of Calcutta prior to the introduction of B.Com. Honours Course and were appointed in aided High and Higher Secondary School before 1.4.66 may be treated as Honours graduate for the purpose of the revised scale of pay.

Sd/- J. C. Talapatra

Deputy Secretary, Education Department
Government of West Bengal.

CLASSICAL TEACHERS

GOVERNMENT OF WEST BENGAL

Dated, Calcutta, the 14th June, 1967.

No. $\frac{\text{1190-Edn.(S)}}{\text{9P-28/66}}$

From : Shri J. C. Talapatra
Deputy Secretary, Government of West Bengal.

To : The Director of Public Instruction, West Bengal.

Sub : Improvement of the conditions of service of teachers of recognised Non-Government Secondary Schools.

Ref : His letter No. 9154-GA dated the 3rd August, 1966.

The undersigned is directed to say that in terms of Government Order No. 2654-Edn.(D) dated the 23rd July, 1963 read with Government Order No. 1332-Edn.(S) dated the 24th December 1966, classical teachers with two Government Sanskrit titles or with M.M. title serving in recognised Non-Government Secondary Schools on completion of ten years' teaching experience are entitled to draw pay in the scale of payment for trained graduate teachers.

2. In clarification of the Government Orders referred to above, the, Governor is now pleased to direct that in counting the prescribed period of experience, the period served in recognised Tols or Madrasahs by any classical teacher of a recognised Secondary School should be taken into account.

Sd/- J. C. Talapatra
Deputy Secretary

GOVERNMENT OF WEST BENGAL

No. 1502-Edn(S) / 5P-23/66/67 — Dated, Calcutta, the 7th July, 1967.

From : Shri J. C. Talapatra, Dy. Secy., Govt. of West Bengal.

To : The Director of Public Instruction, West Bengal.

Sub : Improvement of the conditions of service of teachers of recognised Non-Government Secondary Schools.

The undersigned is directed by order of the Governor to say that the Governor is pleased to approve of the addition of the following new item in the annexure to Government Order No. 1332- Edn.(S) dated the 24th December, 1966, below item (iv) (C) under "(d) under-graduate teacher" under the head "C—Assistant Teachers."

	Existing scale of pay on 31.3.1966 Rs.	Revised scale of pay prescribed with effect from 1.4.1966 Rs.
(e) Other Teachers : Matriculate/I.A. with one subject.	100- 3/2-112-2-120	105-2-125

Sd/- J. C. Talapatra (Deputy Secretary)

BENEFIT OF SCALE TO UNTRAINED TEACHERS

GOVENMENT OF WEST BENGAL
EDUCATION DEPARTMENT — SECONDARY BRANCH

No. 1984-Edn(S) / 5P-16/66 — Dated, Calcutta, 8.8.1967

To : The Director of Public Instruction, West Bengal.

Sub : Improvement of the conditions of service of teachers of recognised Non-

* Even a Pass/Compartmental Commerce graduate (old course) was treated as Hon's. graduate for Hon's graduate scale of pay, but not for appointment for the post of H.M./A.H.M. of secondary school.

Government Secondary Schools.

The undersigned is directed by order of the Governor to say that after careful consideration, the governor is pleased to direct that for the note (1) under the head "C. Assistant Teachers" in the annexure to Goverment Order No. 1332-Edn.(S), dated the 24th December, 1966, viz., "Existing teachers of aided Secondary Schools above 40 years of age and with ten eyars' teaching experience in a recognised High School on 1st April, 1966 will be treated as trained teachers for the purpose of the revised scales of pay", the following should be substituted :

"The following categoreis of existing untrained teachers of Secondary Schools will be treated as trained teachers for the purpose of the revised scales of pay applicable to them according to their basic qualificaitons —

(i) untrained teachers above 40 years of age and with five years' teaching experience in a recognised secondary school on 1.4.66."

(ii) untrained teachers of 40 years of age and below and within ten years' teaching experience in a recognised secondary school on 1.4.66."

2. The Accountant General, West Bengal, has been informed.

3. This order issues with the concurrence of the Finance Department of this Government vide their U.G.A. VII/1458 dated the 31st July, 1967.

Sd/- J. C. Talapatra
Deputy Secretary

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT — SECONDARY BRANCH

No. 2314-Edn.(S) Dated, the 20th October, 1967.

From : Shri J. C. Talapatra, Dy. Secy., Govt. of W. Bengal.

To : The Director of Public Instruction, West Bengal.

Sub : Improvement of the conditions of service of teachers fo recognised Non-Government Secondary Schools.

Ref : His letter No. 3236, dated 9th September, 1966.

In continuation of Government Order No. 1332-Edn.(S) dated the 24th December, 1966, the undersigned is directed to say that the *Hindi teachers* of recognised Non-Government Secondary Schools have been drawing a fixed pay of Rs. 135/- per month at present. The question of improvement of service conditions of the Hindi teachers has been under the consideration of Government for some time. The Governor is now pleased to sanction the following scales of pay, which will be effective from 1st April, 1966, for all approved whole time Hindi teachers of recognised Non-Government Secondary Schools which have come or may come under the Grants-in-aid Scheme —

(1) Graduate with Diploma in Hindi teaching of the Government Hindi Teachers' Training College or of a recognised institution — Rs. 167-237-8-317/-.

(2) Graduate with Kovid — Rs. 167/- [fixed until trained]

(3) Undergraduate (I.A./I.Sc.) with Diploma in Hindi teaching the Government

Hindi Teachers' Training College or of a recognised institution — Rs. 120-5-230/-.

(4) Undergraduate (I.A./I.Sc.) with Kovid and existing Matriculate/School Final passed candidates with Kovid—Rs. 120/- [fixed until trained].

2. The management of the institutions concerned should continue to pay the school's contribution at the rate of Rs.10/- per head per month towards the salary of the teachers in the scales of pay now approved. So long as unaided schools do not participate in the aided school scheme, the teachers there will continue to receive as hithertofore dearness allowance at the existing rates on satisfying the condition that exist at present.

3. Subject to the fulfilment of the conditions regarding selection etc. new entrants will start with an initial salary as may be admissible in the prescribed scales.

4. The pay of the existing teachers in the prescribed scale of pay be fixed in the following manner —

(i) The pay in the prescribed scales should be fixed on 1st April, 1966 at the stage which is immediately above the pay of the incumbent on the 31st March, 1966.

(ii) Untrained undergraduate Hindi teachers may continue to draw pay at Rs. 135/- per month if they acquire the prescribed training qualifications. On successful completion of the training course they be placed in the time-scale of pay.

(iii) Provident Fund contribution should be made according to the pay in the prescribed scales by the Managers to be re-imbursed to the schools through the Grants-in-aid until further orders.

5. All whole-time teachers will be entitled to the dearness allowance at the rate as admissible in terms of Govrnment Order No. 2019-Edn.(S) dated 16th August, 1967.

6. Where whole-time Hindi teachers with requisite qualifications are not available, part-time Hindi teachers or a teacher of the existing teaching staff with requisite qualifications may be employed on remuneration as stated below :

(i) Remuneration to part-time Hindi teachers with requisite qualification — Rs. 49/- p.m. (fixed).

(ii) Special allowance @ Rs. 25/- p.m. to a teacher of the existing teaching staff having the requisite qualification for teaching Hindi in a secondary school for at least 8 periods per week provided there is no Hindi teacher in that school and also provided that the extra work is done in addition to his normal duties and work-load.

Sd/- J. C. Talapatra *(Dy. Secretary)*

GOVERNMENT OF WEST BENGAL
Education Department
C. S. Branch

No. 1859-Edn(CS) / 2L-7/77 Dated Calcutta, the 8th November, 1967

From : Shri S. C. Chakraborty, I.A.S.,
Deputy Secretary to the Government of West Bengal

To : The Director of Public Instruction, West Bengal

Sub : Drawal of salary by a teacher elected a member of the State Legislature/Parliament.

Ref : His letter No. 2205 dated 11.7.1967.

The undersigned is directed, by order of the Governor to say that the Governor is pleased to draw the following procedure for the guidance of the concerned.

When teachers (of a School, College or University) become a member of the State Legislature/Parliament, there would be no bar to his holding both the positions and accepting two salaries. It should be possible for the authorities of the institutions and the teacher concerned to come to a mutually satisfatory arrangement in regard to the performance of duties. In many cases particularly for members of the State Legislature it would be possible to adjust the routine of the teacher to some extent in order to enable him to serve his institution and also to attend the sessions of the Legislature. To the extent this is not possible, the teacher, may be allowed leave for such periods as may be necessary and as permissible under the rules applicable to him. This may be particularly necessary in case of the Head of an Institution.

Sd/- S. C. Chakraborty
Deputy Secretary

GOVERNMENT OF WEST BENGAL
Education Department

No. 1818-Edn(S) / 5P-23/66 Pt. Dated, Calcutta, the 11th September, 1969

Sub : Improvement of the conditions of teachers of recognised Non-Government Secondary Schools.

Ref : His letters No. 10624-GA dated the 18th September, '68 and No. 10625-GA dated 18th September, 1968.

The undersigned is directed, by order of the Governor, to say that the governor is pleased to direct that for Note (4) under 'C Assistant teachers' in the annexure to Govt. Order No. 1332-Edn. (S) dated 26th December, 1966 vis. "Teachers who passed the B.Com Examination (old course) of the University of Calcutta prior to the introduction of B.Com. Honours Course and were appointed in aided High and Higher Secondary Schools before 1st April, 1966 may be treated as Honours graduates for the purpose of the revised scale of pay", the following should be substituted :

> "Teachers who passed B.Com. Examination of a recognised University and were appointed in aided High and Higher Secondary Schools up to 24th December, 1966 may be treated as Honours graduates for the purpose of the revised scale of pay."

2. As regards fixation of pay of untrianed teachers on acquiring the recognised training qualifications, the Governor is pleased to direct that the first increment in the appropriate time-scale of pay should be applicable to the teachers concerned from the date following the last date of examination — both theoretical and practical.

As regards past cases, the pay of such teachers may be fixed on the above principle subject to the condition that no arrear pay should be allowed before 1st April, 1966. The teachers concerned will get the benefit of stage from 1st April, 1968 or thereafter as their dates of increment fall.,

3. As regards fixation of pay of teachers on improvement of qualifications, it was laid down in the Government Order referred to above that in case of teachers who would improve their qualifications after 1st April, 1966, the revised scales of pay should be made applicable to them from the date following the last date of examination of both theoretical and practical.

As regards past case, the pay of such teachers may be fixed on the above principle subject to the condition that no arrears prior to 1st April, 1968 should be admissible to them.

4. The Accountant General, West Bengal has been informed.

5. This order issues with the concurrence of the Finance Department of this Government vide their U.O. Note No. AVII/1873 dated the 5th August, 1969.

GOVERNMENT OF WEST BENGAL
Finance Department

*No. 666-F

Calcutta, the 1st March, 1971

In Finance Department resolution No. 2995-F, dated the 25th August, 1967, Government constituted a Pay Commission to examine and recommend what changes should be made in the structure of emoluments and other allied matters in respect of employees under rule-making control of Government and to recommend a corresponding structure of pay scales for —

(a) Teachers and Non-Teaching staff in the Sponsored or Aided schools up to Higher Secondary standard, with due regard to the financial resources of the State Government and requirements of planning and developement.

The Commission submitted their reports containing their recommendations in January, 1970.

2. After careful consideration of these recommendations the Governor is pleased to direct that —

(a) in the Sponsored and Aided Educational Institutions — all whole-time occupants of the posts on the existing scale of pay as described in columns (1) and (2) of Annexure I ;

shall with effect from the dates mentioned in paragraph 3 below be entitled to draw pay in the revised scales of pay as shown against each of the posts in column (4)

Comment : * Can a teacher-member of the State Assembly/Parliament draw salaries from two places at the same time ? The answer is in the affirmative. He/She can hold two posts at the same time. The leave rules generally applicable for the normal staff, are also relaxable in the case of those incumbents. The teacher-members including the Head of the institution are also entitled to all such facilities that are required for them. He/She is also allowed to participate in the Provident Fund Scheme of the school during the period of his/her membership. Facilities have been further extended to enjoy pension under the scheme of the present Government. — Editor.

of the said Annexures.

3. *Application of the revised scale of pay :* The revised scales of pay shall be effective —

(a) for an occupant of a post who was in service on the 31st March, 1970 — from the 1st April, 1970.

Or,

(b) for an occupant of a post who entered or will enter service on or after the 1st April, 1970 — from the date of appointment ;

Or,

(c) for an occupant of a post, if he was in service before the date of this order at this option — from the day following the date of his earning one or any subsequent increment, in his existing scale of pay. Such a person may also retain his existing scale of pay until he vacates the post or ceases to draw pay in that time-scale.

4. *Fixation of initial pay in the revised scale of pay :*

(a) For a person who was in service on the 31st March, 1970 —

(i) if his pay on the day before the date of application of the revised scale of pay does not exceed Rs. 500 ; the initial pay shall be fixed at the stage next above the aggregate of his pay in the existing scale, the dearness allowance admissible on it and a sum of Rs. 6 ;

(ii) if his pay on the day before the date of application of the revised scale of pay exceeds Rs. 500 ;
the initial pay shall be fixed at the stage next above the aggregate of his pay in the existing scale and the dearness allowance admissible on it.

(b) For a person who entered service on or after the 1st April, 1970, but before the date of issue of this order —

(i) if the person does not exercise option under sub-paragraph (c) of paragraph 3 above the initial pay shall be the minimum of the revised scale of pay and the difference, if any, between such minimum and the aggregate of pay in the existing scale of pay and the dearness allowance admissible on it shall be treated as personal pay to be absorbed in future increases in pay ;

(ii) if, however, the person exercises option under sub-paragraph (c) or paragraph 3 above to elect the revised scale of pay after earning one or any subsequent increment, the initial pay shall be fixed at the stage which is equal to the aggregate of his pay in the existing scale after earning the increment and the dearness allowance admissible on it ; if there be no such stage, at the stage next below the aggregate and the difference shall be treated as personal pay to be absorbed in future increases in pay ;

(c) For a person who enters service on or after the date of issue of this order the initial pay shall be fixed at the minimum of the revised scale of pay.

Note : Where the aggregate of pay in the existing scale and dearness allowance

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Comment : * Only portion relating to Secondary Schools has been quoted here. — Editor.

admissible on it with or without a sum of Rs. 6 as the case may be —

(i) falls below the minimum of the revised scale the initial pay shall be fixed at the minimum ;

Or,

(ii) exceeds the maximum of the revised scale of pay the initial pay shall be fixed at the maximum and the difference be treated as personal pay to be absorbed in future increases in pay, if any.

5. *Dearness allowance :* The dearness allowance admissible on the pay in the existing scale of pay of any post has been shown in column (3) of the Annexure I. The said dearness allowance shall not be admissible after the initial pay is fixed in the revised scale of pay.

6. *Option :* The option as stated in paragraph 3 above shall be exercised in writing in the form set out in Annexure III to the authority mentioned below —

(A) in the cases of all occupants of the posts other than the Head of the Institution mentioned in Annexure I — Head of the Institution.

(B) in the case of the Head of the Institution mentioned in Annexure I — (i) The Secretary, Managing Committee, or (ii) The President of the Governing Body, or (iii) Administrator, if any.

within 60 days of the issue of this order, provided that in the case of a person who is on leave, the said option shall be exercised not later than 60 days from the date of his return from such leave.

The option once exercised shall be final and cannot be modified at any subsequent date.

If no option is exercised by any person within the time specified above, he shall be subject to the appropriate revised scale of pay with effect from —

(i) if he was in service on the 31st March, 1970 from the 1st April, 1970 ; and

(ii) in other cases — the date of appointment.

7. *Special provisions :*

(1) For the purpose of this order —

(i) The expression 'Aided Educational Institutions' means the institutions to which the Grants-in-Aid Scheme of the Education Department has been extended to cover the net deficit in full before the issue of this order or to which the said Grants-in-Aid scheme may be so extended thereafter with the approval of Government, and shall include aided Primary/Junior Basic/Pre-Basic (Pre-Primary and Nursery) Schools.

(ii) The expression 'occupants of the posts' refers to — the persons holding the posts approved by the Director of Public Instruction before the issue of this order, or approved thereafter by Government or such authority as may be nominated by Government, in respect of the Sponsored or Aided Educational institutions ;

(2) Efficiency bars have been placed after 8th stage in some revised scales of pay and after 8th and 16th stages in others. In order to earn next increment in the revised scale of pay the efficiency bars are to be crossed with the permission of

the Appointing Authority after rendering satisfactory service in the posts to which these scales of pay are attached.

8. The Director of Public Instruction is authorised to proceed with the implementaion of the revised salary scheme as approved in this order and release additional grants to the Educational Institutions after working out the requirements of each in accordance with the provisions of this order.

9. The order shall be effective and shall be deemed to have been effective from the 1st April, 1970. All orders issued by the Education Department regulating the conditions of service of the employees and the pay scales of the posts shown in the Annexure of this order shall be effective subject to provisions of this order.

GOVERNMENT OF WEST BENGAL, FINANCE DEPARTMENT

No. 666F

dt. 1st March, 1971

Higher Secondary Schools, High Schools, Junior High Schools, Senior Basic Schools, Higher Secondary Madrasahs, High Madrasahs and Junior Madrasahs.

Name of posts. (1)	Existing scale of pay. (2) Rs.	Rate of dearness allowance (3) Rs.	Revised scale of pay (4) Rs.
Head Masters/Head Mistresses of Higher Secondary Schools and High Schools, Higher Secondary Madrasahs and High Madrasahs :-			
Trained Graduates with Honours degree or with Master's degree who have secured not less than 40 per cent marks at M.A./M.Sc. Examination *plus* five years' teaching experience in recongnised Secondary Schools. Graduates with Special Honours shall not be treated as Honours Graduates for this purpose.	350—25—400—30—640—40—800 with special pay for class XI schools as follows : (a) with one course— Rs. 25 per month ; (b) with two courses— Rs. 50 per month ; (c) with more than two courses— Rs. 75 per month.	90	450—25—500—30—740—40—900 (Efficiency Bar after 8th stage) with special pay for class XI schools as follows : (a) with one course— Rs. 25 ; (b) with two courses— Rs. 50 ; (c) with more than two courses—Rs. 75.
Assistant Headmasters and Assistant Headmistress of Higher Secondary Schools, High Schools, Higher Secondary Madrasahs and High Madrasahs :	250-20-850-25-475 *plus* special pay as follows ; for class X Schools -Rs. 35 per month	90	350-20-450-25-600 (Efficiency Bar after 8th stage) with special pay as follows : For Class X Schools -Rs. 35 per Month
For trained graudates with Honours degree with Master's degree *plus* 3 years' teaching experience in recognised Secondary Schools.	For Class XI Schools— (a) with one course -Rs. 40 per month, and (b) with more than one course - Rs. 50 per month.		For Class XI Schools— (i) with any course -Rs. 40 per month, and (ii) with more than one course -Rs. 50 per month.

Note— (1) No Assistant Headmaster/Assistant Headmistress should be appointed in a Higher Secondary School or a High School unless the roll

strength exceeds 400 or 300 respectively. The existing Assistant Headmasters/Assistant Headmistresses who were in service on 31st March, 1967 may continue to draw the special pay till they vacate their posts either by retirement, resignation, etc.

(2) Under-qualified Assistant Headmasters/Assistant Headmistresses will not be entitled to the revised scale of pay. They will continue to draw their pay according to qualification as Assistant Teachers and the prescribed allowance for the posts.

Note— (1) Persons appointed before 24th December, 1966 shall also draw pay in the revised scale of pay as shown above provided they are Trained Graduates with Honours Degree or with Second Class Master's Degree having five years' teaching experience in recognised Secondary Schools.

(2) Existing Trained M.A./M. Sc. (Class III) acting as Headmasters/Headmistresses from a date prior to 1st March, 1957 with five year's teaching experience in recognised Secondary Schools or Madrasahs are entitled to the revised scale of pay.

(3) Trained M.A./M.Sc. (Class III) with teaching experience of five years and who have been working satisfactorily as Assistant Head Masters for at least five years prior to 1st March, 1961 in recognised aided High Schools or as Headmaster on a temporary basis from a date prior to the 1st March, 1961 in recognised aided High Schools or as Headmaster on a temporary basis from a date prior to the 1st March, 1961 in recognised aided High Schools may be appointed as Headmasters on a substantive basis and placed in the revised scale of pay.

(4) Under-qualified Headmasters and Headmistresses, viz., B.A., B.T. or B.Sc. B.T. or B.Com., B.T. as existing in recognised aided High Schools on the 31st March, 1962 and approved on a temporary basis on the initial of the existing scale may also draw the initial of the revised scale.

(5) No under-qualified persons should be appointed as Headmasters/Headmistresses except as a purely temporary measure. If it is necessary to continue the services of such Headmasters/Headmistresses beyond six months in the interest of the schools, fresh approval for their retention beyond six months should be obtained from the Director of Public Instruction, West Bengal. Such a Headmaster/Headmistress may be allowed a working allowance not exceeding 20 per cent of his/her basic pay in his/her grade according to qualifications. In addition, he/she will be entitled to draw the special pay of Headmaster/Headmistress as is admissible according to the number of streams.

(1)	(2) Rs.	(3) Rs.	(4) Rs.
Headmasters and Headmistresses of Junior High Schools and Junior Madrashas.			
Trained Graduates with three years' teaching experience.	167—7—237—8—317 *plus* special pay of Rs. 25 per month.	90	265—7—300—8—420—10—450. (Efficiency Bars after 8th and 16th stages) *plus* a special pay of Rs. 25 per month.

(1)	(2) Rs.	(3) Rs.	(4) Rs.
Headmasters and Headmistresses of Senior Basic Schools :			
M.A. or M.Sc. or B.A. (Hons.) or B.Sc. (Hons.) with P.G. B.T. or with B.T. Degree.	220—10—320—15—470 Trained Graduate with Second Class M.A. or M.Sc. degree will start at the 3rd stage, i.e., at Rs. 240.	90	320—10—420—15—600 (Efficiency Bars after 8th and 16th stages), Trained Graduates with Second Class M.A. or M.Sc. degree will start at the 3rd stage, i.e., at Rs. 340.
Assistant Teachers of Class X Schools and Class XI Schools/ Class X and Class XI Madrasahs :			
Trained or Untrained Graduates with Honours degree or with Master's degree and Teachers with B. Agri, Degree in Class XI schools with Agriculture stream.	220—10—320—15—470 Untrained Teachers will remain at the initial stage of the scale until trained. (a)	90	320—10—42—15—600 (Efficiency Bars after 8th and 16th stages). Untrained Teachers will remain at the intital stage of the scale until trained. (a)
Assistant Teachers of Class X and Class XI Schools, Class X and Class XI Madrasahs, Junior High Schools and Senior Basic Schools :			
A. Trained graduates/Classical teachers with two Sanskrit titles conferred by Vangiya Sanskrita Siksha Parishad or its equivalents (as recognised by Government) or with M.M. on completion of ten years' teaching experience/Music teachers with B. Mus. degree awarded by Universities or with equivalent degree or diploma of recognised institutions/Art teachers with diploma from Government College of Art and Craft or from Kalabhavan (Visva Bharati) or equivalent diploma from a recognised institution.	167—7—237—8—317 Untrained pass graduates will remain at the initial stage of the scale, i.e., Rs. 167. (a)	90	265—7—300—8—420—10—450 (Efficiency Bars after 8th and 16th stages). Untrained pass graduates will remain at the initial stage of the scale i.e., Rs. 265, until trained. (a)

B. Under-graduate teachers.	120—5—230 Untrained under-graduates will remain at the initial stage of the scale, i.e., Rs. 120.	90	220—5—350 (Efficiency Bars after 8th and 16th stages). Untrained under-graduates will remain at the initial stage of the scale, i.e. Rs. 220, until trained.
(i) I.A./I.Sc. (Trained).			
(ii) Untrained under-graduates (I.A./I.Sc.).			
(iii) Music teachers with I, Music certificate awarded by Universities or with equivalent certificate or diploma awarded by recognised institution/Craft teachers with School Leaving Certificate	120—5—230	90	220—5—350—(Efficiency Bars after 8th and 16th stages).
(iv) V. M. Teachers/Classical teachers :	120—5—230	90	220—5—350 (Efficiency Bars after 8th and 16th stages).
(a) Matriculate with Kabyatirtha or Kabyatirtha with five years' teaching experience, or			
(b) a teacher having two Sanskrit titles conferred by Vangiya Sanskrita Siksha Parishad or its equivalent (as recognised by Government) with less than 10 years' teaching experience, or			
(c) a teacher who has passed the Final Madrasah or its equivalent.			
C. Other teachers : Matriculate/I.A. with one subject.	105—2—125	90	205—2—225 (Efficiency Bar after 8th stage).

(a) Trained and Untrained graduates with Second Class Master's degree will start at the third stage of the time scale of pay and if untrained will not have any increment until trained.

(a) Trained and Untrained graduates with distinction will start at the third stage of the time scale of pay and if untrained will not have any increment until trained.

Notes : (1) Exisiting untrained teachers of aided Secondary Schools above 40 years of age and with five years' teaching experience in a recognised Secondary School on 1st April, 1966 and existing untrained teachers of 40 years of age and below with 10 years' teaching experience in a recognised Secondary School on 1st. April, 1966 will be treated as tranined teachers for the purpose of the revised scales of pay.

(2) In case of teachers who will improve their qualification after 1st April, 1966, the revised scale of pay should be made applicable to them from the date following the last date of examination—both theoritical and practical.

(3) Rural allowance as approved in Government order No. 1213-Edn. dated the 4th February, 1958, shall continue until further orders.

*(4) Teachers who passed the B.Com. Examination of a recognised University and were appointed in aided High and Higher Secondary Schools up to 24th December, 1966 may be treated as Honours Graduates for the purpose of the revised scale of pay.

(1)	(2) Rs.	(3) Rs.	(4) Rs.
Non-Teaching Staff—			
Clerks (Matriculate)	115—3—172—4—180	67.50	190—3—214—4—270—5—275. (Efficiency Bars after 8th and 16th stages).
Clerks (Non-Matric)	105—2—125	67.50	181—2—205 (Efficiency Bar after 8th stage).
Librarians (for Higher Secondary Schools only with description of Libraries and Qualifications)—			
(i) For Libraries with an effectve catalogue strength— Graduate with Diploma in Librarianship.	200—10—400	67.50	270—10—500 (Efficiency Bars after 8th and 16th stages).
(ii) For Libraries with less than 10,000 books—			
(a) Graduate with Diploma in Librarianship.	160—7—223—8—295	67.50	237-7-300—8—404 (Efficiency Bars 8th and 16th stages).
(b) Intermediate with Librarianship Training Certificate.	115—3—133—4—185	67.50	190—3—214—4—270—5—275 (Efficiency Bars after 8th and 16th stages).
Class IV Staff	60—1/2—65—1—75	67.50	130—1—145—2—165 (Efficiency Bars after 8th and 16th stages).

* B. Com.(Pass) appointed up to Dec. 1966 as Asstt. teachers were allowed Hons. scale of pay under revised order.

—Editor

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT

No. 1587–Edn(S) / 3S–55/700 Dated Calcutta, the 17th November, 1971.

From : Shri S.N. Choudhury,
Deputy Secretary to the Govt. of West Bengal

To : The Director of Public Instruction, West Bengal.

Sub : Proposal for treating the contingency staff of the laboratories of aided Higher Secondary schools as regular employees.

The undersigned is directed, by order of the Governor, to say that the proposal for treating contingency class IV employees of the science laboratories of the aided Higher Secondary schools as part of the general non-teaching staff of the schools has been under consideration for government of some time. The Governor is now pleased to direct that such class IV employees of the science stream of Higher Secondary schools, as are in receipt of grants-in-aid on complete deficit basis for the Science stream, should be brought under the regular establishment for being treated as part of the general non-teaching staff of the schools with effect from the first January, 1972 subject to the condition that they were employed in the schools concerned whole-time throughout the year and for a period of more than three-years continuously.

2. Subject to other recruitment conditions, the following qualifications may be prescribed by the Director of Public Instructions, West Bengal, for future recruitment to the aforesaid posts ;—

Good general education or at least class VIII passed.

3. The charge on account of Contributory Provident Fund for the aforesaid employees is debitable to the appropriate head under "Fourth Five-year Plan" in the 28 Education Budget.

4. The Accountant General, West Bengal has been informed.

5. This order issues with the concurrence of the Finance Department of this Government vide their U.O. Note No. A. VII/945 dated the 31st May, 1971.

Sd/- S.N. Choudhury
Deputy Secretary

GOVERNMENT OF WEST BENGAL
Education Department, Secondary Branch

No. 60–Edn(S) / 5P–62/71 15th January, 1972

To : The Director of Public Instruction, West Bengal.

Comment :For the earstwhile Class XI Higher Secondary Schools, two contingent Class IV Staff were allowed on a temporary basis for three years at first to be maintained from the contigent grant for the Science Stream. But with the abolition of erstwhile Class XI, those staff were ordered to be treated as regular Class IV Staff like those of the existing ones. The actual position of Class IV staff in a secondary school upto class X, thus became fine, six or seven as the case might be on the strength of existing streams. Those staff were admitted to facilities of scale of pay and Govt. D.A. etc. with effect from the date of execution of the order. —Editor

Sub : *Pattern of teaching staff in recognised Non-Government High/Higher Secondary Schools.*

The undersigned is directed to say that the system of prescribing scales of pay on the basis of academic qualifications of the members of the teaching staff was introduced with the object of encouraging the members of the teaching staff to improve their academic qualifications, thereby bringing about a qualitative improvement in the standard of teaching in Secondary Schools. The experiment has not proved wholly successful. A tendency has of late been observed among the members of the teaching staff to possess Honours and Masters' Degree in subject on which there are already too many teachers on the staff, or in subjects which are not at all taught in the school. While such improvement of qualifications entitles the teacher concerned to a higher scale of pay, neither the institution not the students derive any corresponding benefit for the additional expenditure involved. The matter has been carefully reconsidered. The Government feels that the system should be so oriented as to ensure the maximum benefit to the students and the institutions retaining at the same time the incentive for the teachers to improve their qualifications.

2. In supersession of all previous orders on the subject, the Governor is now pleased to direct that in determining the pattern of teaching staff in the High/Higher Secondary Schools, the following principles should be observed, viz :

(i) The number of teachers admissible for a school should be determined on the basis of the usual yardstick i.e. on the basis of 29 periods per week per teacher, or such other standard as may be prescribed.*

(ii) For junior sections, i.e. for Classes V—VIII, no teacher with Honours Degree or Masters' Degree should be approved. If any teacher on the staff subsequently acquires higher qualifications he should be treated as a pass course graduate for the purpose of Grants-in-aid and other financial benefits admissible to the school or to the teacher.

(iii) For senior sections, i.e. for Classes IX-XI, the number of teachers with Honours Degree or Masters' Degree should be determined on the basis of the work-load in each major subject and the electives subjects. For additional sections in these Classes, teachers with the qualifications indicated above may be sanctioned only when the number of teachers already sanctioned are found to be inadequate. Before Sanctioning such additional post, the additional work-load should be carefully scrutinized. The number of teachers with Honours Degree or with Masters' Degree admissible in each subject should be clearly indicated. Any teacher appointed with such degree in excess of the requirement or in subject not specified should be treated as a pass course Graduate for the purpose of Grants-in-aid and other financial benefits admissible to the institution or to the teacher, provided, however, the appointment is within the overall sanctioned strength of the institution as a whole.

(iv) If any of the existing teachers improves his qualifications and acquires a Masters' or Honours Degree in excess of the requirement determined on the

Comment :* Provision of 29 periods of teaching work per week for assistant teachers has been replaced by 25 periods including provisional periods for absentee teachers plus 11 period of tutorial work as per latest Govt. circular. —Editor.

principles laid down in the preceding clause, he should be treated for the purpose of Grants-in-aid and other financial benefits admissible under the rules as a pass course Graduate until he is absorbed in a suitable vacancy within the overall sanctioned strength.

3. The principles set forth above will also apply mutatis mutandis, to the absorption of whole-time Hindi teachers as Assistant Teachers.

4. These orders shall come into effect from 1.2.72. The existing teachers who have been permitted to draw scales of pay on the basis of the qualifications possessed or subsequently acquired by them irrespective of the requirements of the school may be permitted to draw the scales of pay as personal pay to them so long as they serve in the schools in which their appointment was approved. No appointment with corresponding qualifications shall be made as soon as they vacate their posts. The vacancy should be filled according to the principles set forth above.

5. These orders may be brought to the notice of all concerned immediately.

J.C. Sengupta
Secretary to the Government of West Bengal

GOVERNMENT OF WEST BENGAL
Finance Department, Audit Branch

No. 173-FI Calcutta, the 10th October, 1972

MEMO

In modification of this Dept. Memo No. 666-F dated 1.3.71 the Governor is pleased to direct that—

(i) For note (4) under "Headmaster/Headmistress" on p. 4 of the annexure to G.O. No. 666-F dated 1.3.71 read "Headmasters and Headmistresses with B.A., B.T. or B.Sc., B.T. or B.Com., B.T. as existing in recognised aided High and Higher Secondary schools on the 31st March, 1962 and approved on temporary basis on the initial of the existing scales may also draw the initial of the revised scale".

(ii) For first sentence in note (5) under "Headmasters/Headmistress" on p. 4 of the annexure to G.O. No. 666-F dated 1.3.71 read 'No person without the requisite qualifications should be appointed as Headmaster/Headmistress except as a purely temporary measure.

(iii) For first sentence in note (2) under "Asstt. Headmasters/Assistant Headmistress' on p. 5 of the annexure to G.O. No.666-F dated 1.3.71 read "Asstt. Headmasters/Asstt. Headmistresses" without the requisite qualification will not be entitled to the revised scale of pay".

By Order of the Governor
Sd/- S. R. Das
Financial Commissioner and Secretary.

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. 30-FI Calcutta, the 11th June, 1973

MEMORANDUM

In continuation of this Department Memo No. 666-F dated 1.3.71, the Governor

is pleased to direct that in Annexure I to the G.O. No. 666-F dated 1.3.71 under the heading "B-Under-Graduate teachers" — on page 6 of the aforesaid Memo the portion of item (ii) should be substituted by the entries as in the annxure.

By Order of the Governor
Sd/- S. Majumdar
Deputy Secretary to the Govt. of West Bengal

Comment :*What does it mean by 'Requisite qualifications' for the Headmaster/Headmistress of the Institution ? The Govt. Notification No. 552-Edn./8A/54-43/54 dt. 21st January, 1955 states :'Good Master's degree or good Bachelor's degree with Honours with good B.T. or its equivalent diploma.'For the post of Asstt. Headmaster/Headmistress, similar qualifications were also insisted. In the Govt. memo. No. 1213-Edn-5 p. 44-57 dt. Cal., the 4th Feb., 1958, qualifications were fixed with a slight change: Trained graduates with Honours Degree or with second class Master's Degree plus five years' teaching experience —

Comment :Underqualified Headmasters and Headmistress were, however, allowed the initial of the revised pay scale. This means that they were deprived of the incremental benefit for the lack of requisite qualifications. Asstt. Headmaster and Asstt. Headmistress were had to work in the scale of pay for Asstt. teachers and with allowance for additional duties of the Asstt. Headmasters/Asstt. Headmistress,

Comment :In the latest circular of the West Bengal Govt., under qualified teachers working as Head of the Institution since 1971 have been admitted as Teacher-in-charge for High/Higher Secondary schools till retirement or resignation, with the scale of pay of an Asst. teacher plus special pay of Rs.75/- per month plus further special pay of Rs.100/- in a Higher Secondary School. —Editor.

ANNEXURE TO G. O. NO. 30-FI DATED 11.6.73

Name of posts. (1)	Existing scale of pay. (2) Rs.	Rate of dearness allowance (3) Rs.	Revised scale of pay. (4) Rs.
Assistant Teacher in Class XI school with Technical stream.			
Person holding Diploma in engineering.	200—10—400	90.00	300—10—500 (E.B. after 8th & 16th stages).
Person holding Sub-Overseer certificate.	175—7—245—8—325	90.00	265—7—300—8—420—10—450 (E.B. after 8th & 16th stages).
Workshop Instructors in Class XI schools with Technical stream.			
Persons with a pass certificate of School Final Examination or its equivalent with two years' relevant training certificate from a recognised institution.	125—3—140—4—200	90.00	205—3—214—4—270—5—300 (E.B. after 8th & 16th stages with higher initial start at Rs. 230/-.)
Existing workshop Instructor with practical experience only.	100—3—136—4—140	90.00	175—3—214—230 (E.B. after 8th & 16th stages).
Non-teaching staff			
Clerk-cum-Storekeeper (for Technical stream in class XI schools) with the qualification of School Final Pass or its equivalent and experience inAcounts of store-keeping.	115—3—172—1—180 (to be introduced from 1.4.66)	67.50	190—3—214—4—270—5—275 (E. B. after 8th & 16th stages).
Agriculture Instructor (for Agriculture stream in Class XI schools).			
Person with the qualification of I. Sc. Agri/Higher Secondary Pass in Agriculture or school Final Pass (Agriculture Course) with one year's Agriculture Training certificate from a recognised institution.	125—3—140—4—200 (to be introduced from 1.4.66)	90.00	205—3—214—4—270—5—300 (E.B. after 8th & 16th stages) with higher initial start at Rs. 230/-.

Name of posts. (1)	Existing scale of pay. (2) Rs.	Rate of dearness allowance (3) Rs.	Revised scale of pay (4) Rs.
Non-teaching staff Watchman (for Agriculture stream) in Class XI school.	60—$\frac{1}{2}$—65—1—75 (to be introduced from 1.4.66).	67.50	130—1—145—2—165 (E.B. after 8th & 16th stages).
Shorthand-Typewriting Instructor (for Commerce in Class XI school).			
Person with a qualification of School Final Pass or its equivalent with a Pass certificate of Shorthand & Type-writing from a recognised Commercial Institution.	125—3—140—4—200 (to be introduced from 1.4.66)	90.00	205—3—214—4—270—5—300 (E.B. after 8th & 16th stages) with higher initial start at Rs. 230/-.
Music teachers with I. Music certificate awarded by Universities or with equivalent certificate of diplomas awarded by a recognised Institution.	120—5—230	90.00	220—5—350 (E.B. after 8th and 16th stages).
Craft teachers—School Final Pass or its equivalent with two years' Craft training certificate from a recognised institution.	120—5—230	90.00	220—5—350 (E.B. after 8th and 16th stages).
Craft Teacher—School Final Pass or its equivalent with one year Craft training certificate from a recognised institution or a good general education with two years' craft training certificate from a recognised institution.	80—1—100—3—130—4—150 (introduced from 1.4.61)	90.00	175—3—214—4—230 (E.B. after 8th and 16th stages).

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
S.E. Branch

No. 519-Edn. (SE)/3A-3/72 Dated, Calcutta, the 23rd Aug, 1973

From : Shri A.K. Chakraborty
Deputy Secretary to the Government of West Bengal

To : The Director of Public Instruction, West Bengal

Sub : Grant of D.A. to the staff of Non-Govt. recognised institutions under Social Education.

Ref : G.O. No. 546-Edn. (SE) dated 19.8.70.

The undersigned is directed to say that the Finance Department of this Government have in their Memo. No. 527-F dated 11.2.72 sanctioned with effect from the 1st October, 1971 until further orders, dearness allowance in addition to the existing dearness allowance, if any, to the staff of the non-Government recognised teaching institution at the rates specified below :

(i) For Class IV (Inferior Staff) .... Rs. 7/- p.m.

(ii) For other staff (in clerical, non-clerical, technical, teachers etc,) Rs. 8/- p.m.

According to in terms of G.O. No. 160-Edn. (B) dated 25.2.72 dearness allowance at the above rates was sanctioned to the staff of the non-Government recognised teaching and other institutions. The question of sanctioning dearness allowance to the staff of non-Government recognised institutions under Social Education, has been under consideration since then.

The Governor after due consideration, is now pleased to sanction the payment of dearness allowance in addition to the existing dearness allowance, if any, at the rates specified above to each of the staff of the Voluntary Organisations as shown in the enclosed statement with effect from 1.10.71 until further orders.

The Deputy Director of Public Instruction (Sec. Edn.) West Bengal is authorised to release necessary funds on quarterly basis in favour of the authorities concerned.

The charge will be debited to the head " Development Schemes— Fourth Five Year Plan—Cultural Programme—Improvement and Development of Organisations devoted to cultural, aesthetic educational activities" in the 28-Education budget.

This order issues with the concerned of the Finance Department vide their U.O. No. Group B 1089 dated 10.3.73.

The Accountant-General, West Bengal is being informed.

Sd/- Illegible
Deputy Secretary

Memo. No.5964(17)Sc./P Dated 13.9.73.

Copy forwarded to the Secretary, Sikshaniketan, Kalanabagram, P.O. Kalanabagram. Dist. Burdwan for information. He is requested to contact the D.S.E.O., Burdwan for necessary action.

2. Copy forwarded to the District Social Education Officer,...........for information.

Sd/- Illegible
D.P.I., W.B.

A. Ramkrishna Mission Ashram, Narendrapur, 24-Parganas
 1. Supervisor-cum-Accountant—1
 2. Assistant Superintendent-cum-Accountant—1
 3. Typist—1
 4. Peon—1

B. Ramkrishna Mission Ashram, Sarisha, 24-Parganas
 1. Supervisor-cum-Accountant—1
 2. L.D. Clerk—1
 3. Steno-Typist—1
 4. Servant—1

C. Ramkrishna Mission Boy's Home, Rahara, 24-Parganas
 1. Supervisor-Accountant—1
 2. L.D. Clerk—1
 3. Typist—1
 4. Peon—1

D. Banga Vani, Nabadwip, Nadia
 1. Supervisor—1
 2. Accountant—1
 3. Typist—1
 4. Peon—1

E. Siksha-Niketan, Kalanabagram, Burdwan
 1. Supervisor—1
 2. Accountant—1
 3. Typist—1
 4. Peon—1

F. Bani Tirtha, Jhargram, Midnapore
 1. Supervisor—1
 2. Accountant—1
 3. Typist—1
 4. Peon—1

G. Prabudha Bharat Sangha Siksha Samsad, Itachuna, Hooghly
 1. Accountant—1
 2. Typist—1
 3. Peon—1

H. Palli Bharat, Purulia
 1. Supervisor—1
 2. Typist—1

3. Peon—1

I. Kalyan Niketan, Jhilimili, Bankura
   1. Accountant—1
   2. Typist—1

J. Lok Seva Sibir, Bara Andulia
   1. Typist—1

K. R.K. Mission Boys' Home Librarianship Training Centre, Rahara, 24-Parganas
   1. Assistant—1
   2. Peon—2

OPTION FORM

Ref : Paragraph 3(b) of Government Memorandum No. 136 Edn.(B) dated 15.5.85.

I Sri/Srimati .... do hereby opt for ....

*(1) The existing Rules (Pension-cum-C.P.F.) governing retiring benefits.

(2) Pension including Family Pension-cum-Gratuity.

(3) Contributory provident fund-cum-Gratuity.

....
(Signature with date)

....
(Designation)

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
Secondary Branch

No. $\frac{\text{1582-Edn(S)}}{\text{5P-62/71}}$ Dated Calcutta, the 22nd Sept., 1973

From : Shri B.N.Chatterjee, I.A.S.,
Jt. Secretary to the Govt. of West Bengal

To : The Director of Public Instruction, West Bengal

Sub : Pattern of teaching staff in recognised Non-Govt. High/Higher Secondary School.

1. The undersigned is directed to say that it has been brought to the notice of the Govt. that a number of teachers in different High and Higher Secondary schools appeared in the M.A.,M.Sc. or M.Com. Examinations held by the different universities of the State before the promulgation of orders contained in Memo No. 60-Edn.(S) dated 15.1.72. The results of the examination in many cases were, however, published after the date from which the orders cited above came into force.

2. After careful consideration of the circumstances in which such teachers improved their qualifications the Governor is pleased to direct that in cases where the approved teachers appeared in an examination held by any of the Universities of the State before the date of enforcement of the G.O. No. 60-Edn.(S) dated 15.1.72 for improvement of their qualifications by acquiring Honours degree or Master's Degree but the results of the examinations were published after the date of the orders cited above, the teachers concerned may be allowed on their success in the examination, the scale of pay on the

basis of the improved qualification under usual rules irrespective of the requirement of the school but subject to other conditions specified in the G.O. cited above.

Clause (iv) of para 2 of the G.O. No. 60-Edn.(S) dated 15.1.72 stands modified to the extent indicated in the preceding para.

Sd/- B. N. Chatterjee
Joint Secretary

GOVERNMENT OF WEST BENGAL
Education Department: Secondary Branch

No: $\frac{772-Edn(S)}{18S-8/74}$ 8th July, 1974

To : The Director of Public Instruction, West Bengal

*Sub : Pattern of teaching staff in the recognised non-Government Secondary Schools under the revised pattern introduced from 1.1.74.**

The undersigned is directed to say that consequent on restructuring of Secondary Education in conformity with the national pattern and on introduction of revised curriculum and syllabuses from 1.1.74 the question of prescribing revised pattern of teaching staff has become necessary. The West Bengal Board of Secenodary Education has calculated minimum number of period per week required to cover the new syllabuses in different Classes from V to X.

After careful consideration of the matter, Governor is now pleased to direct that with effect from 1.1.74 the number of teaching posts admissible to a school having Classes V to X with only one section in each Class shall be as follows, viz.:-

Language Group (1st, 2nd, and 3rd Languages)	4
Science and Mathematics	3
Social Science (History & Geography)	2
Work Education, Physical Education & Social Service	2
Headmaster	1
Total :	12

The maximum number of periods for a pupil, as at present, be limited to 39 per week. Subject to this limit the Head of the Institution may fix the number of periods for each Class so as to cover satisfactorily the entire syllabuses prescribed for the Class within the academic year. The teaching load for a teacher should normally be 36 periods per week, distributed as follows :

(i) Class Room teaching—25 periods (including occassional work for absentee teachers).

(ii) Tutorial Class—11 periods (including correction of home work).

All teachers should be involved in Work Education programmes. For such involvement two periods may be assigned to the teacher concerned with corresponding adjustment in the total teaching load per week.

Although the teaching posts have been shown against different groups of subject, Head of the Institution should by suitable distribution of teaching load

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Comment :* For further clarification, see Govt. Circular No. 1044/SE dated 12.2.1975.—Editor

ensure fully utilisation of the service of the teachers in the best interest of the school. It should be possible to achieve some degree of flexibility in the adjustment of teaching load in subjects other than those requiring specialised knowledge.

Existing norms relating to size of a section and additional enrolment in the section with prior approval of appropriate authorities shall remain in operation. Additional sections may be permitted if the enrolment is steady over a period of at least three years. In cases of fluctuating enrolment, the trend over a longer period should be watched. Teaching load should, as far as practicable, be distributed amongst the teachers in position. If however, additional work-load justifies appointment of additional teacher, sanction would be given initially for a limited period and the appointment should be made purely on temporary basis against such posts.

The minimum academic qualification of a teacher should be pass degree with such combination of subjects as would enable the teacher to teach the school-courses prescribed by the West Bengal Board of Secondary Education under the new curriculum. The existing orders relating to training qualifications shall remain in operation until further orders. The minimum qualifications for the Headmaster/Headmistress, Assistant Headmaster/Assistant Headmistress should be as prescribed under the existing orders. In case of teachers in physical Education, Work Education and Social Service Group, the minimum academic qualification may be relaxed with the approval of the Director of Public Instruction. Such relaxation should, as far as possible, be granted only in case of teachers already in position. *One of the teachers under this Group should have a recognised degree, diploma or certificate in Physical Education and other should have any of the following qualification equivalent to any of them :

1. -Technical Degree or Diploma (such as L.M.E., L.C.E.etc.)
2. Diploma in Post Graduate Basic Training.
3. Diploma in 3-years Degree course in Home Science.
4. B.Sc. in Agriculture.
5. B.Ed. (with Work Education) from Viswa Bharati.
6. S.F./H.S. Certificate with Degree of Diploma in Art & Craft (5years' course).

*7. Graduate along with Certificate in Tailoring, Wood Craft, Lady Brabourne Needle Work, Diploma in other crafts.

In the language group the maximum number of posts, for which Honours or Masters' Degree may be admitted, should be limited to 50% of the number of posts required for teaching Ist and 2nd languages. In the Science and Mathematics Group the maximum number of posts so admissible for teachers with Honours or Master's Degree should be limited to 66% of the total posts sanctioned for that particular ground. Teachers already in position who have been allowed higher scale of pay in conformity with the principle laid down in the G.O. No. 60-Edn.(S) dated 15th January, 1972, should continue to draw pay in that scales. They should be gradually fitted into the new pattern.

Comment :* The concluding sentence of para 7 of G.O. No. 772 Edn.(S) dated 8th July, 1974 has been modified by G.O. No 845 Edn.(S)/8S-8/74 dated 17th May, 1976 with reference to Education Directorate Memo No 106-G.A. dated 20.1.76. —Editor.

Staffing pattern herein prescribed should apply also to the Higher Secondary Schools with suitable adjustment. With the abolition Class XI, the teachers in position should be fitted into the new pattern keeping in view the declared policy of Government about absorption of teachers.

B. N. Chatterjee
Join Secretary to the
Government of West Bengal

GOVERNMENT OF WEST BENGAL

Education Department

Secondary Branch

No: 166–Edn(S) / Sp–19/74 Dated Calcutta, the 28th February, 1975

From : Shri S. N. Choudhury,
Deputy Secretary to the Govt. of West Bengal

To : The Director of Public Instruction, West Bengal

Sub : Scale of pay for untrained assistant teachers of aided Secondary Schools on the basis of age and teaching experience as on 1.4.70.

Ref : His office U. O. No. 115 G. A. dated 27.6.74.

The undersigned is directed, by order of the Governor, to say that the Governor is pleased to make the following amendment to Note 1 on page 7 of the Finance Department Memo. 66-F, dated the 1st March, 1971 :-

Amendment

For Note 1 read the following :

. Existing, untrained teachers of aided Secondary schools above 40 years of age and with five years' teaching experience in a recognised Secondary school who were in service on the 1st April, 1970 and existing untrained teachers of 40 years of age and below with 10 years' teaching experience in a recognised Secondary school who were in service on the 1st April, 1970 will be treated as trained teachers for the purpose of revised scales of pay. Such teachers will be eligible to draw their first increment from the 1st April, 1971 on completion of one years' service from the 1st April, 1970, but the monetary benefit shall be granted from 1.4.74.

This order issues with the concurrence of the Finance Department vide their U. O. No. group B 1531, dated the 18th December, 1974.

The Accountant General, West Bengal is being informed.

Sd/- S. N. Choudhury
Deputy Secretary

GOVERNMENT CIRCULAR

Certain clarifications regarding the pay and allowance of Assistant Headmasters etc.

1. An Assistant Headmaster, duly qualified for the post of Headmaster, who is officiating as Headmaster of an aided High School for a period not less than one month

Comment :Existing untrained teachers admitted for incremental benefits under above circular will be getting the benefit of revised scale of pay introduced subsequently. —Editor.

may be allowed the pay and allowances admissible to a duly qualified Headmaster. These pay and allowances paid in the officiating arrangement should be treated as "Officiating pay and allowances."

2. A confirmed Assistant Teacher of an aided High School duly qualified for the post of Asstt.Headmaster, if appointed as Asstt. Headmaster in the same or in another aided High School (where the post of Asstt. Headmaster is admissible under rules) and whose substantive pay as Asstt. teacher exceed the initial pay in the pay scale of Asstt. Headmaster—the date of next increment will be due on the date following date of completion of his one year services in the post of Asstt. Headmaster.

3. The tuition fees of unaided H.S.streams (recognised after 1.1.70) of aided Higher Secondary Schools are not to be taken into account in calculating the deficit of the said school.

No. 1128/1 (15) G.A Sd/- E. Datta
Dated. 18.7.75. *for Director of Public Instruction, West Bengal*

GOVERNMENT ORDER

No. $\frac{761-\text{Edn(S)}}{6\text{P}-62/74}$ Dated Calcutta, the 6th September, 1975

From : Shri B. N.,Chatterjee,I.A.S.
Joint Secretary to the Govt. of West Bengal

To : The Director of Public Instruction, West Bengal

Sub : Revision of scales of pay of teaching and non-teaching employees of non-Government Secondary Schools.

The undersigned is directed to say that the question of revising the structure of emolument of the teaching and non-teaching employees of recognised Secondary Schools has been under consideration of the Government for sometime past. After careful consideration Government have decided to introduce with effect from the 1st April, 1975 revised scales of pay for teaching and non-teaching employees of different categories serving in Secondary School including Madrasahs of the pattern of Secondary Schools. As a measure of interim relief Government have further decided to grant with effect from the 1st Sept. 1974 and ad-hoc increrase in pay which, in appropriate case, will be merged in the pay to be fixed in the revised scales of pay.

2. The Governor is now pleased to sanction with effect from the 1st September 1974 an ad-hoc increase in pay @ Rs.20/- each per month for the approved whole-time non-teaching and @ Rs.15/- each per month for the approved whole-time non-teaching employees including Class IV staff of all recognised Higher Secondary, High and Junior High Schools and Higher Secondary, High and Junior High Madrasahs.

3. The Governor is also pleased to sanction with effect from the 1st April, 1975 revised scales of pay as shown in Annexure I (Col. 3) for the approved whole-time teaching and non-teaching employees of recognised Secondary Schools and Madrasahs of the pattern of Secondary Schools already covered or hereafter to be

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Note : Under Govt. Order 372-Edn(B) of Ist January, 1981 of the Govt. of West Bengal, Asstt. Headmaster/Asstt. Headmistress have not been given any separate pay scale, as it was in the past. They will draw Asstt. teacher's pay scale according to qualifications, plus a special pay of Rs.75/- per month. —Editor.

covered by the scheme of "Salary Deficit" grant. The qualifications and other conditions prescribed by rules and orders in force will remain operative in determining eligibility for drawal of pay in the appropriate revised scale on the basis or qualifications or age-experience, as the case may be.

4. Fixation of pay :

(a) For a trained teacher or an untrained teacher allowed to draw increments on age-experience basis, who was in service on the 31st March, 1975.

The initial pay in the revised scale shall be fixed at the stage corresponding to the aggregate of the (i) existing pay, (ii) ad-hoc increase of Rs.20/- and (iii) one increment in the existing scale for every 10 years of service of Rs.10/- whichever is higher. If there is no corresponding stage, pay shall be fixed at the stage next above the aggregate mentioned above, provided that in the case of a teacher with less than 10 years of service a sum of Rs.10/- shall be added in place of increment in item, (iii) provided further that the total financial benefit from increments under (iii) shall be limited to Rs.30/- or the sum equal to one increment, if that is higher,

(b) For a teacher who entered service on or after the 1st April, 1975 but before the issue of this order—the initial pay shall be fixed at minimum of the revised scale on his opting to elect the revised scale provided that if his pay in the existing scale plus the ad-hoc increase exceeds the minimum of the revised scale he shall draw the excess over the minimum as personal pay to be absorbed in future increases in pay.

(c) Pay of an untrained teacher opting to elect the revised scale of pay shall be fixed in the manner shown in (b) above. Such teachers are not entitled to draw increment until they are trained or declared eligible by any special order.

(d) Existing teachers of other descriptions such as Music Teachers, Craft Teachers, Teachers with Engineering Diploma and Classical Teachers will be fitted into one of the standard scales on an evaluation of their academic and technical qualifications and on absorption against posts sanctioned under the revised staff pattern.

(e) Initial pay of non-teaching staff (other than Class IV employees) shall be fixed in the revised scales at a stage corresponding to the aggregate of (i) the existing pay, (ii) one ad-hoc increase of Rs.15/- and (iii) one increment in the existing scale for every 10 years of service or Rs.7/- whichever is higher. For less than 10 years of service as sum of Rs.7/- shall be included in item (iii) above. If there is no corresponding stage, initial pay should be fixed at a stage next above the aggregate mentioned above.

(f) Initial pay of Class IV employees shall be fixed in the revised scales of pay on the principle laid down in (e) above with the exception that in their case a sum of Rs.5/- instead of Rs.7/- shall be minimum amount of incremental benefit under item (iii) in the preceding para (e). For less than 10 years of service a sum of Rs.5/- shall be included in item (iii) of para (e).

5. Recognised Institutions not covered by "Salary Deficit" grant scheme-

A number of recognised High, Higher Secondary, Junior High Schools and Madrasahs of a similar pattern which have not been covered by "Salary Deficit" grant scheme receive grant for payment of dearness allowance and pay contributions sanctioned from time to time. Some of these institutions get also lump maintenance grant in addition. It may not be possible for these institutions to

introduce and maintain the revised scales of pay now sanctioned from other sources of income. The teaching and non-teaching employees serving in such recognised institutions shall get with effect from the 1st April, 1975 additional pay contribution at the following rates :-

Teachers	—	Rs.10/- per month
Non-teaching staff (other than Class IV staff)	—	Rs. 7/- per month
Class IV Staff	—	Rs.5/ - per month

Pay contribution herein sanctioned is in addition to the ad-hoc increase in pay sanctioned from the 1st September, 1974.

6. Option—For the purpose of fixation of pay in the revised scales the employees of the institutions shall be required to exercise option in writing in the form set out in Annexure II within a period of six months from the date of issue of this order. An employee who was in service on the 31st March, 1975 may exercise option to elect the revised scales either from the 1st April, 1975 or from the date following the date of this drawal of one or any subsequent increment in the existing scale after the 31st March, 1975. If any employee wishes to retain the existing scale of pay he shall also be required to exercise option indicating his choice. The option once exercised shall be final and binding on the optee. Option form duly filled in shall be submitted by :

(i) the Head of the institution to the Secretary or the President of the Managing Committee or Ad-hoc Committee or to the

(ii) other employees to the Head of the Institutions.

7. The teachers and other employees will continue to draw Dearness Allowance as admissible to them under the existing orders.

8. Since actual pay fixation in the revised scales in the normal process may require time, the Director of Public Instruction, West Bengal is authorised to release grant on the basis of minimum financial benefit (inclusive of ad-hoc increase) which is Rs.30/- per month for each approved teacher and @ Rs.22/- per month for each non-teaching employee (other than Class IV staff) and Rs.20/- per month for each member of Class IV staff. Grant- in-aid may also be released for payment of ad-hoc increase for the period from the 1st September, 1974 to the 31st March, 1975.

9. The payment of ad-hoc increases in pay and that on revision of scales of pay sanctioned above is subject to observance of the provisions laid down in the schemes framed under the Additional Emoluments (Compulsory Deposit) Act, 1974.

10. The charge will be debited to a new sub-head "Improvement of the Conditions of services of the teaching and the non-teaching staff of Secondary Schools" the opening of which together with the detailed standard heads is hereby sanctioned under the major and minor heads "277-Education (excluding Sports & Youth Welfare)-B. Secondary-IV Assistance to non-Government Secondary Schools—State Plan (Fifth Plan)" in the current year's Budget where necessary funds will be provided by supplementary grants or otherwise in due course.

This order issues with the concurrence of the finance Department vide their U.O. No. Order J/1287 dated the 5th September, 1975.

The Accountant General, West Bengal has been informed.

Sd/- *Joint Secretary.*

ANNEXURE—I

PROPOSED REVISED PAY SCALES OF POSTS NOT INCLUDED IN G.O NO. 761-EDN(S), DATED 6.9.75.

	Name of post	Existing scale of pay	Proposed Revised scale of pay.
(a)	Existing teachers with B.Sc. (Agri.)	Rs. 320–10–420–15–600/-	Rs. 350–20–550–25–650–30–800–40–920/- (Personal)
(b)	For new appt. teachers with B.Sc. (Agri.)		Rs. 300–15—375–20–575–25–750/-
2. (a)	Classical teachers with two Sanskrit titles conferred by Vangiya Sanskrita Parishad or its equivalent (as recognised by Govt.) or with M.M. on completion of 10 years' teaching experience.	Rs. 265–7–300—8–420–10–450/-	Rs. 300–15–375–20–575–25–750/-
(b)	(i) Matriculate with Kavyatirtha or Kavyatirtha with five years' teaching experience, or (ii) A teacher having two Sanskrit titles conferred by Vangiya Sanskrit Siksha Parisad or its equivalent (as recognised by Govt.) with less than 10 years' teaching experience, or A teacher who has passed the Final Madrasah or its equivalent.	Rs. 220–5–350/-	Rs. 230–5–250–7$\frac{1}{2}$–310–10–400/-
3.	Librarians for Libraries with an effective catalogue strength of 10,000 books and above—graduate with Diploma in Librarianship.	Rs. 270-10-500/-	Rs. 250-10-370-15-520-20-600/- plus a special pay of Rs. 25/- p.m.
4.	Existing Asstt. Teachers of erstwhile Class XI Schools—persons holding Diploma in Engineering.	Rs. 300-10-500/-	Rs. 350-15-410-20-650-25-800/- (Personal)
5.	For new appointment—persons holding Diploma in Engineering	—	Rs. 300-15-375-20-575-25-750/-
6.	Persons holding Sub-Overseer Certificate.	Rs. 265-7-300-8-420-10-450/-	
7.	Workshop Instructors of erstwhile Class XI Schools.		Rs. 300-15-375-20-575-25-750/-

1	2	3
(a) Persons with a pass certificate of S.F. Examination or its equivalent with two years' relevant Tig. certificate from a recognised Institution.	Rs. 205-3-214-4-270-5-300/- with higher initial start at 230/-	Rs. 230-5-250-7.5-310-10-400/-
(b) Existing Workshop Instructor with practical experience only.	Rs. 175-3-214-4-230/-	Rs. 220-5-270/-
Non-teaching Staff		
Clerk-cum-Store-keeper of erstwhile Class XI High Schools with the qualification of S.F. Pass or its equivalent and experience in accounts of store-keeping.	Rs. 190-3-214-4-230/-	Rs. 220-5-270-8-350/-
Agricultural Instructor (for Agriculture Stream of erstwhile Class XI Schools) :		
Persons with qualification of I. Sc. (Agri)/H.S. Pass (Agri. Course) with one year's Agri. Trg. from a recognised Institution.	Rs. 205-3-214-4-270-5-300/- with higher initial start at Rs. 230/-	Rs. 230-5-250-7$\frac{1}{2}$-310-10-400/-
Short-hand & Typewriting Inspector for Commerce Stream of erstwhile Class XI Schools :		
Persons with qualification of S.F. Pass or its eqivalent with a pass certificate of short-hand and typewriting from a recognised Commercial Instn.	Rs. 205-3-214-4-270-5-300/- with higher initial start	Rs. 230-6-250-7$\frac{1}{2}$-310-10-400/-

1	2	3
Craft teachers having qualification of S.F./H.S. with 5-years Course diploma in Art & Craft or from Kala Bhavan (Viswa Bharati).	Rs. 265-7-300-8-420-10-450/- (for those appointed for the Fine Arts Streams of erstwhile Higher Secondary Schools).	Rs. 300-15-375-30-575-25-750/-
Craft Teacher—S.F. pass or its equivalent with two years' craft training from a recognised Institution.	Rs. 220-5-350/-	Rs. 230-5-250-7$\frac{1}{2}$-310-10-400/-
Craft teacher S.F. passed or its equivalent with one year's Craft training certificate from a recognised Institution or a good general education with two years' craft training certificate from a recognised Institution.	Rs. 175-3-214-4-230/-	Rs. 220-5-270/-
Music Teacher with Music Certificate awarded by Universities or with equivalent certificate or Diploma awarded by the recognised Institution.	Rs. 220-5-350/-	Rs. 230-5-250-7$\frac{1}{2}$-310-10-400/-

ANNEXURE II

REVISION OF PAY SCALE—1975 Vide No. $\frac{\text{761Edn(s)}}{\text{5P}-6-74}$ dt. Sept. 6,1975

	Designation of the Post	: Existing Scale : A—Teaching Staff	Revised Scale
1.	Head Master	Rs. 450-25-500-30-700-40-900	Rs. 480-25-580-40-1170
2.	Assistant Headmaster	Rs. 350-20-450-25-600	Rs. 400-20-500-25-750-30-900-40-1020
3.	Assistant teachers with Honours/Master's Degree	Rs. 320-10-420-15-600	Rs. 350-20-550-25-650-30-800-40-920
4.	Pass Graduates	Rs. 265-7-300-8-420-10-450	Rs. 300-15-375-20-575-25-700-25-750
5.	Under-Graduates	Rs. 220-5-350	Rs. 230-5-250-$7\frac{1}{2}$-310-10-400
6.	Matriculate & Others	Rs. 205-2-225	Rs. 220-5-270

* Teachers with Master's Degree will get their pay with two advance increments.

B—Non-Teaching Staff.

	Designation of the Post	Existing Scale	Revised Scale
1.	Clerks (Matriculates)	Rs. 190-3-214-4-270-5-5-275	Rs. 220-5-270-8-350
2.	Clerks (Non-Matric)	Rs. 181-2-205	Rs. 200-5-260
3.	Librarians :		
(i)	Graduate with Diploma	Rs. 237-7-300-8-404	Rs. 250-10-370-15-520-20-600
(ii)	Undergraduate with Certificate	Rs. 190-3-214-4-270-5-275	Rs. 220-5-270-8-350
4.	Class IV Staff	Rs. 130-1-145-2-165	Rs. 135-1-137-2-177-3-180

GOVERNMENT CIRCULAR

Experience Benefit To Untrained Assistant Teachers

Copy of communication No. 682-Edn. (S)/SP-19/74, dated 21.4.76.

From : Shri S.N. Choudhury, Deputy Secretary to the Govt, of West Bengal Education Deptt., Secondary Branch.

To : The Director of Secondary Education, West Bengal.

Sub : Scale of pay for untrained assistant teachers of aided Secondary Schools on the basis of age and teaching experience as on 1.4.76.

In continuation of Govt. Order No. 166-Edn.(S), dated the 28th February, 1975 the undersigned is directed, by order of the Governor, to say that the Governor is pleased to order that the existing untrained teachers of aided secondary schools above 40 years of age and with five years' teaching experience in a recognised secondary school, who were in service on the 1st April, 1975 and existing untrained teachers of 40 years of age and below and with 10 years' teaching experience in a recognised secondary school, who were in service on the 1st April, 1975 should be treated as trained teachers for the purpose of revised scales of pay sanctioned in terms of Govt. Order No. 761-Edn.(S), dated the 6th September, 1975. Such teachers shall be eligible to draw their first increment from the 1st April, 1976 on completion of one year's service from the 1st April, 1975.

This order issues with the concurrence of the Finance Department vide their U.O. No. Group B 551, dated the 29th March, 1976.

The accountant General, West Bengal, is being informed.

SPECIAL PAY, EXPERIENCE, FIXATION

Education Directorate, Grant-in-Aid Section
5, Council House St., Calcutta-1

No. $\frac{\text{1171(16). G.A.}}{\text{OM-10-GA/75}}$ Dated, Calcutta, the 13th May, 1976.

Sub : Revision of Scales of pay of teaching and non-teaching staff of Non-Govt. Secondary Schools with effect from 1.4.75.

In connection with the subject mentioned above, the undersigned has to observe as follows :

1. Under the revised scales, the teaching staff are not entitled to draw spl. pay/spl. allowance etc. which were admissible to them for performance of duties for H.S. Stream (s). The question as to how such spl. pay or allowance so long enjoyed by them, would be adjusted, is still under the consideration of Govt. The decision of Govt. when received will be communicated in due course. If any such teaching staff resigns from the existing school and joins a new school now converted to High school after 31.12.75, he does so according to his own convenience and naturally cannot claim the protection of such spl. pay or allowances. In such cases the persons concerned should not be granted the benefit of spl. pay or allowances enjoyed by them in earlier schools.

Note : Untrained teachers with ten year's teaching experiences plus 40 years of age were allowed increment upto the years 1980. Since age-bar being withdrawn for admission into Training College untrained teachers would be required to undergo training. —Editor.

2. A teacher having teaching experience for more than ten years but less than twenty years, is entitled to get one increment only or Rs. 10/- whichever is higher.

3. A teacher who is entitled to get incremental benefit for fixation of pay will get one increment for every 10 years service subject to a minimum of Rs. 10/-. So, if a teacher with the rate of increment of Rs. 7/- has 20 years' experience, he will get incremental benefit of Rs. 14/- as the same is more than Rs. 10/- .

Sd/- E. Dutta
for Director of Secondary Education, West Bengal

GOVERNMENT OF WEST BENGAL
Education Department
Secondary Branch

No. $\frac{\text{1040–Edn(S)}}{\text{3A–2/77}}$ Dated Calcutta, the 13th August, 1977.

From : Shri S. N. Choudhury,
Deputy Secretary to the Government of West Bengal.

To : The Director of Secondary Education, West Bengal.

Sub : *Grant of Dearness allowance to the staff of recognised non-govt. educational institutions from 1st, April 1977.*

The undersigned is directed, by order of the Governor to say that the Governor is pleased to sanction, in addition to the existing Dearness Allowance, payment of Dearness Allowance at the rate Rs. 24/- (Rupees twenty four) only per month with effect from 1st April, 1977 to the marginally noted staff of recognised non-Government Secondary Institutions including Government Sponsored institutions.

1. All approved whole-time teaching and non-teacing staff of High Schools.

2. All approved whole-time teaching and non-teaching staff of High Madrasahs.

3. All approved whole-time teaching and non-teaching staff of Junior High Schools.

4. All approved whole-time teaching and non-teaching staff of Jr. High Madrasahs.

The charge involved will be debited to the appropriate head in the budget.

"277-Education (excluding Sports and Youth Welfare)

This order issues with the concurrence of Finance Department vide their U.O. No. GR. B. 1790 dated the 8th August, 1977 and U.O. No. GR. B. 1951 dated the 10th August, 1977.

The Accountant General, West Bengal is being informed.

Sd/- S. N. Choudhury
Deputy Secretary.

GOVERNMENT OF WEST BENGAL
Education Department
Secondary Branch

No. $\frac{198-\text{Edn(S)}}{5\text{P}-62/74}$ Dated Calcutta, the 15th Feb. 1978.

From : Shri S. N. Choudhury,
Deputy Secretary to the Govt. of West Bengal.

To : The Director of Secondary Education, West Bengal.

Sub : Revision of scales of pay of the teaching and the non-teaching staff of recognised Non-Government Secondary Schools and Madrasahs of the pattern of Secondary Schools.

The undersigned is directed to say that in terms of G.O. No. 761-Edn. (S) dated the 6th September, 1975 the scales of pay of the teaching and the non-teaching staff, in general, of recognised Non-Government Secondary Schools and Madrasahs of the pattern of Secondary Schools were revised with effect from 1st April, 1975. There are certain other categories of staff, both teaching and non-teaching, of such institutions, whose cases were not included in the said Government order. The question of revision of scales of pay of those staff has been under consideration of Government.

The Governor is now pleased to sanction with effect from 1st April, 1975 revised scales of pay as shown in Annexure 1 (Column 3) for the approved whole-time teaching and non-teaching employees or recognised non-Government Secondary Schools or Madrasahs of the pattern of Secondary Schools, whose cases were not included in the G.O. referred to above. The revised scales sanctioned above should be applicable to the staff of the schools already covered or hereafter to be covered by the scheme of 'Salary Deficit' Grant.

The initial pay in the revised scale shall be fixed in the manner laid down in para 4 of G.O. quoted above. The amounts sanctioned in paras 2 and 5 of the said G.O. and already paid to the staff, in question, with effect from 1st April, 1975 should be adjusted against the revised pay fixed.

For the purpose of fixation of pay in the revised scales the employees of the institutions shall be required to exercise option in writing in the form set out in Annexure II within a period of six months from the date of issue of this order. An employee who was in service on 31st March, 1975 may exercise option to elect the revised scale either from 1st April, 1975 or from the date of his drawal of one or any subsequent increment in the existing scale after 31st March, 1975. If any employee wishes to retain the existing scale of pay he shall also be required to exercise option indicating his choice. The option once exercised shall be final and binding of the optee. Option form duly filled in shall be submitted to the Head of the Institution.

The charge will be debited to the Head "B-Secondary-IV. Assistance to non-Government Secondary Schools—State Plan (Fifth Plan)—Improvement of the conditions of service of the teaching and non-teaching staff of Secondary Schools Grant-in- aid/contribution" in the 277-Education (excluding Sports and Youth Welfare) budget.

This order issues with the concurrence of the Finance Department vide their U.O. No. Group B. 2523 dated the 7th February, 1978.

The Accountant General, West Bengal and the Pay and Accounts Officer, Calcutta Pay & Account Office are being informed.

Sd/- S.N. Choudhury,
Deputy Secretary.

GOVERNMENT OF WEST BENGAL
Education Department: H.S. Branch

No. $\frac{61-\text{Edn(H.S.)}}{3\text{S}-27/77}$ 11th May, 1978.

To : The Director of Secondary Education, West Bengal.

Sub : Sanction to whole-time teachers for the Higher Secondary Institutions in integrated form.

Ref : His U.O. No. 578-Sc/H.S., dated 10.12.77.

The undersigned is directed to state that the question of prescribing a new staff pattern for the institutions having new Higher Secondary Courses (Classes XI & XII) introduced from July, 1976 has been under active consideration of the Government.

2. Pending formulation of the policy in this respect, the Governor is pleased to decide that from 1.4.78 the schools having new Higher Secondary Course (Classes XI & XII) may appoint whole-time teachers on an ad-hoc basis, subject to the following conditions :

(a) The number of whole-time teachers to be appointed, according to requirement, should not exceed 2 (two) in any school and the total number of schools to be covered during the current financial year shall not exceed 900 (nine hundred).

(b) The teachers must have the minimum qualifications prescribed by the West Bengal Council of Higher Secondary Education.

(c) The scale of pay of the whole-time teachers so appointed should be the same as prescribed for teachers in Secondary Schools with comparable qualifications.

(d) The selection and appointment of teachers will be made provisionally (on a temporary basis) by the Managing Committee of each school subject to the approval of the Director of Secondary Education, or an officer not below the rank of District Inspector of Schools, authorised by him.

(e) (i) The teaching load for a teacher should normally be 36 periods per week (25 periods for Class-room teaching plus 11 periods for tutorial classes, home task etc.).

(ii) For the purpose of calculation of work-load, 1 (one) period in the Higher Secondary Section shall be taken to be equivalent to 1.25 times the period in the Secondary Section (Classes V to X).

(iii) Qualified teachers on the staff of the school may be given preference in matters of selection and appointment and consequential vacancy may be fulled up temporarily according to the staff pattern. An M.A. for instance, serving against a post meant for a B.A., according to the staff pattern and drawing pay in the scale of a Pass Graduate may be temporarily appointed, if otherwise suitable, against one of the post now sanctioned and consequential vancancy may be filled up by a Pass Graduate.

3. The expenditure on payment of salaries of the new teachers from 1.4.78 will be met from Grants-in-aid to each school under the Salary Deficit Scheme. The tuition fees of the students of the Higher Secondary Section will accordingly go to the fund of the schools and will be taken into account in calculating the amount of grant payable under the Salary Deficit. The cases of schools/institutions, if any, which are not covered by the Salary Defict Scheme may be referred to Govt. for further orders. The Grants-in-aid to be sanctioned from the current financial year to the Higher Secondary Institutions as incidental charges will be reduced proportionately and determined separately.

4. The charge involved will be met from the provisions under the appropriate head in the current year's 227-Education (excluding Sports & Youth Welfare) Budget.

5. The order issues with the concurrence of the Finance Department, vide their U.O. No. Group B/1267 dated 21.4.78.

S.N. Chowdhury
Deputy Secretary to the
Government of West Bengal

GOVERNMENT OF WEST BENGAL
Education Department
H.S. Branch

No. $\frac{\text{22-Edn(H.S.)}}{\text{3-S-27/77}}$ Dated Calcutta, the 15th February, 1979

From : Shri S.N. Chowdhury,
Deputy Secretary to the Govt. of West Bengal.

To : The Director of Secondary Education, West Bengal.

Sub : Sanction of special pay to the Headmasters/Headmistresses of the Higher Secondary Institutions (Class XII).

Ref : G.O. No. 61-Edn. (H.S.) dated 11.5.78.

The undersigned is directed by order of the Governor to say that the proposal for granting a special pay to the Heads of the Higher Secondary Institutions (Class XII Schools) for additional work and responsibility consequent on introduction of Higher Secondary Courses in Classes XI and XII has been under consideration of the Government for some time past.

The Governor is now pleased to approve of a special pay @ Rs. 100/- p.m. each to the Headmasters/Headmistresses of the Higher Secondary Institutions (Class XII) with effect from the 1st July, 1976 or from the actual date (s) from which they have been holding the charge of Headmasters/Headmistresses of Higher Secondary Schools having Classes XI and XII, whichever is later, for the additional work and responsibility. Special pay, if any, drawn by such Heads of institutions as Headmasters/Headmistress of erstwhile Class XI school be adjusted against the special pay now approved.

The charge on this account will be met from the provision under the head "D-Pre University Education-III-Assistance to non-Govt. Institutions-State Plan (5th Plan)-Assistance to non-Government Higher Secondary Institutions-Grants-in-aid/Contributions" in the current year's 277-Education (excluding Sports & Youth Welfare) Budget.

This order issues with the concurrence of the Finance Department vide their U.O. No. Group-B/64 dated the 12th February, 1979.

The Accountant General, West Bengal and the Pay & Accounts Officer, Calcutta, pay & Accounts Office are being informed.

S. N. Chowdhury
Deputy Secretary

GOVERNMENT OF WEST BENGAL
Education Department
Secondary Branch

No. $\frac{\text{149-Edn(S)}}{\text{5P-44-78}}$ Dated Calcutta the 19th Feb. 1979

From : Shri S. N. Chowdhury
Deputy Secretary to the Govt. of West Bengal.

To : The Director of Secondary Education, West Bengal.

Sub : Drawal of increment by the untrained Assistant Teachers of recognised Secondary Schools and Madrashas on the basis of experience

The undersigned is directed to say that in terms of G.O.No. 682-Edn. (S) dated 21.4.76 untrained teachers of aided Secondary Schools above 40 years of age, with five years' teaching experience in a recognised Secondary School and untrained teachers of 40 years of age and below, with ten years' teaching experience in a recognised Secondary School, who were in service on 1.4.75, were treated as trained teachers for the purpose of revised scales of pay sanctioned in terms of G.O.No. 761-Edn (S) dated 6.9.75 such teachers been deemed to have been eligible to draw their first increment with effect from 1.4.76 i.e on completion one years' service from 1.4.75.

The Governor is now pleased to order that an untrained teacher of a recognised Secondary School or a Madrasah of the Secondary type with ten years' teaching experience in recognised Secondary Schools/Madrasahs should be treated as a trained teacher for the porpose of drawal of increment in the scale applicable to the teacher concerned with effect from the date on which the condition of teaching experience is fulfilled. Such a teacher will be eligible to draw the first increment on completion of one year's service from the date on which the condition specified above is fulfilled .

This order issues with the concurrence of the Finance Deptt. vide their U.O.No Group B/2851 dated 2.12.78.

The Accountant General, West Bengal, Pay & Accounts Officer, Calcutta are being informed .

S.N Chowdhury (Deputy Secretary).

SPECIAL PAY OF ASSISTANT HEADS AND CAREER MASTERS
Government Order

No. $\frac{\text{491-Edn(3)}}{\text{5P-8274 Pt.}}$ Dated Calcutta, the 20th April '79.

Sub : Revision of scales of pay of the teaching and the non-teaching employees of non-Government secondary schools.

In continuation of G.O. No 2576-Edn (S) dated the 19th December, 1978 the undersigned is directed by order of the Governor, to say that the Governor is pleased to order that the Assistant Headmasters/Assistant Headmistresses and Career Masters of erstwhile Higher Secondary Schools (Class XI) now converted to X Class High Schools should be allowed Special pay for the period upto 31st December, 1975 at the rates as were admissible on the 31st March 1975.*

The Governor is also pleased to direct that such special pay drawn by them should be treated with effect from 1st January, 1976 as personal pay to be absorbed in future increments .The term "future increment" mentioned in this order and also in G.O No 2576-Edn.(S) dated the 19th December, 1978 means the increments falling due on the respective dates of these two orders or thereafter.

This order issues with the concurrence of the Finance Department vide their U.O.No Group B. 608 dated the 17th April, 1979.

The Accountant General, West Bengal and the Pay and Accounts Officer, Calcutta Pay and Accounts Office, are being informed.

Sd/- R. N. Chakraborty
Deputy Secretary

GOVERNMENT OF WEST BENGAL
Education Department
Misc Branch.

No. 1356(2) Edn(M) / 5M – 12/78 — Dated Calcutta, the 22nd/25th Sept .1979.

Sub. *Sanction of ex-gratia grant of Rs.100/- to the employees of recognised non-Govt. Senior Madrasahs and Sanskrit Tols.*

In continuation of G.O.No 1344 Edn.(M) dated (16)10/78 the undersigned is directed by order of the Governor, to say that the Governor has been pleased, in the order to provide some relief , to sanction an ex-gratia grant of Rs. 100/- (Rupees one hundread) only to each of the approved whole time teaching and non-teaching staff of recognised Sanskrit Tols and Sr. Madrassahs whose basic monthly pay as on 1/8/79 was Rs. 1000/- or below subject to same terms and conditions as laid down in the Govt. order No.863 Edn(B) dated 10.10.67.

Note : *Is the Asstt. Headmaster's spl.pay/allowances sanctioned from 1966 under Govt. order No. 1140-Edn(S) / 5-P-23/66 dt. 30.4.68 liable to discontinuation under revised Govt. order No. 491-Edn(S) / 5P/82/74PT dt.20.4.79 and the previous Govt. order No.2576 Edn(S) dt. 19.12.78.

Apparently it shows that the spl. pay and allowance sanctioned by early Govt. order could be discontinued. But in fact and according to law it is beyond the power and jurisdiction of the Govt. to withdraw such previlege once admitted to an incumbent and it is a violation of natural justice.

The contention has been accepted by the Dist. Judge's Court of Bankura in a Misc.Appeal No. 12 of 1982.

Appeallants-(i) the Dist. collector on behalf of the Govt. of West Bengal (ii) The Dist. Inspector of Schools (SE), Bankura Vs(i) Ganesh Ch. De, Asstt. Headmaster, Kanan Deshbandhu Vidyalay, Bankura, The Appeal was decided on 25.2.83 in favour of Sri Ganesh Ch. De, Asstt. Headmaster. —*Editor.*

2. The charge will be debited to the appropriate head in the budget from which grant for payment of salary of teaching and non-teaching staff are met.
3. This order issues with the concurrence of Finance Department vide their U.O. No. Group B 2150 dated 20.8.79
4. The Accountant General, West Bengal and the Pay and Accounts Officer, Calcutta Pay and Accounts office are being informed.

Sd/- Dy. Secretary.

GOVERNMENT OF WEST BENGAL

Education Directorate, Grant-in-aid section

No. 2266 GA Dated, Calcutta 25.9.79

Sub : Benefit of increment after completion of the B.Ed Course.

In inviting a reference to his letter No. 358 dated 24.9.79 on the above mentioned subject the undersigned has to state that the Government in their Memo No.192-Edn(S) dated 13.2.78 has started inter-alia that "under the existing rules and orders, an untrained teacher may be eligible for drawing increment in a time-scale on his/her successful completion of B.T./B.Ed examination with effect from the date following the last date of B.T./B.Ed examination . It is to be noted that possession of training qualification makes an untrained teacher eligible to draw increment but does not waive the condition of rendering the prescribed period of service at that stage". The position has been further clarified in Edn. Deptt. Memo No. 500-Edn(S) dated 25.5.78 starting inter-alia that the condition that a person has to put in a pescribed period of service at a particular stage of time scale to earn increment is not a new condition. It is the normal condition. To grant of increment before one has earned it is to grant Premature increment which is a violation of normal rules. G.O. No 1818-Edn(S) dated 11.9.69 simply mentioned the date from which an untrained teacher becomes eligible to draw increment but does not waive the normal condition regulating drawal of increment .

In this connection reference is also invited to G.O No. 166-Edn (S) dated 20.2.75 and 149-Edn (S) dated 19.2.79 wherein the position that the increment would be allowed after rendering of one year's service after a teacher has been treated to be trained on fulfilment of the conditions laid down therein has been specifically incorporated.

Note : * Puja Bonus or Id.Bonus is not admissible to Educational Institutions. But the Govt. has been pleased to introduce a kind of Puja Relief to the staff of the Institution with effect from 1978. Formerly the amount was Rs.100/- for those whose basic pay was upto Rs. 1000/- per month. The amount has been recently increased from Rs.100/- to Rs.250/-. —*Editor.*

* The condition of getting an incremental benefit after successful completion of B.T/B.Ed examination on deputation is that the incumbent would be allowed after one year's teaching experience from the date of passing the B.T/B.Ed Examinations.

Formerly incremental benefit was allowed to an incumbent after completion of B.T/B.Ed.examination, both theoretical and practical. Follow the circular No. 2266/G.A. dt. 25.9.79 of the Education Directorate, Grant-in-aid section. The circular was again revised in the subsequent circular dated 13th June, 1980 which tends to show that one year's teaching experience as a trained teacher will not be emphasised if the incumbent has got one year's teaching experience including the period of training. —Editor

In case of persons passing B.T./B.Ed. the teacher is also treated to be trained from the date following the last date of examination both theoritical and practical and thus becomes eligible for increment which will be allowed on fulfilment of normal conditions of earning an increment i.e. after rendering of one year's service as a trained teacher from such date.

All cases should be disposed of accordingly.

Sd/- Dy. Director of Secondary Education.

GOVERNMENT OF WEST BENGAL

Education Department H.S. Branch

No. 190–Edn(H.S.) / 3S–27/77   Dated Calcutta, the 5th December, 1979.

From : Shri B. N. Chatterjee, I.A.S.
Special Secretary to the Govt. of West Bengal.

To : The Director of Secondary Education, West Bengal.

Sub : Sanction of whole time teaching and non-teaching posts for the integrated H.S. Schools.

Ref : His U. O. No. 231-SC/HS dated the 18th December, 1978.

1. The undersigned is directed to state that the question of prescribing a new pattern of teaching and non-teaching staff for the integrated Higher Secondary Schools imparting instructions in Classes V to XII has been under active consideration of Government for sometime past.

2. After careful consideration of the matter, the Governor is now pleased to direct that with effect from 1st January, 1980 and until further orders the number of teaching posts required for such a School may be calculated on the basis ofthe total work-load in Classes V to XII. If work-load justifies, additional teaching posts may be sanctioned for school after taking into account the teaching posts sanctioned or admissible for classes V to X.

3. Having regard to the principal as aforesaid, the Governor is pleased to direct that with effect from 1st January, 1980 the number of additional teaching posts of such an integrated school with Classes V to XII having one section in each of the Classes shall be as follows :—

(i) For a School having 1 (one) Section in each of the Classes XI and XII .... Not exceeding 6 posts

(ii) For a School having 1 (one) Section in either of the Classes XI & XII and 2 (two) Sections in the other .....Not exceeding 9 posts. *

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* In an integrated Higher secondary Institution, subject teachers have been equalised with the status of normal section (V to X) staff, the teaching of subject and pay-scale is concerned.

Any discrimination in pay-scale or teaching load between two categories of staff was likely to create dissension and lack of harmony. But it is a fact that teachers meant for taking higher secondary classes are found to do little justice in the lower classes.

—Editor.

(iii) For a School having 2(two) Sections in each of the Classes XI & XII ......Not exceeding 12 posts

4. Where there are additional Sections in Classes V to X in an integrated Higher Secondary School, number of teaching posts required for Classes XI & XII may be determined on the basis of the over all work-load of that School after taking into account the approved or admissible teaching posts for the Secondary Classes (Classes from V to X) of the School.

5. Sanction of additional teaching posts in an integrated Higher Secondary School may be accorded subject to the following conditions :—

(i) A teacher appointed in an integrated Higher Secondary School may be required to teach in any class from V to XII and there will be no distinction in the matter of maximum teaching load amongst the teacher. Sub-para (c) (iii) of para 2 of Government Order No. 61-Edn. (H.S.) dated the 11th May,1978 stands cancelled.

(ii) 2 (two) posts of whole-time teachers already sanctioned in terms of Government Order No. 61-Edn.(H.S.) dated the 11th May,1978 may be adjusted against the additional posts to be sanctioned under this order.

(iii) Part-time posts that may have been sanctioned in pursuance of Government Order No. 150-Edn.(H.S.) dated the 15th September,1978 will be abolished as soon as the full-time posts now sanctioned are filled up. But because of subject specialisation, it may be necessary for a school to appoint part-time teachers in subject which, on the basis of work load, do not justify whole-time teachers. In such cases, part-time teachers may be allowed equating two part-time teachers to one whole-time teacher.

6. The Governor is further pleased to direct that non-teaching posts of the categories mentioned below may also be sanctioned for an integrated Higher Secondary School with Classes V to XII :—

Clerk :

For a Higher Secondary School with Classes V to XII having enrolment above 750. — *One Clerk in addition to the number of clerk(s) admissible in terms of Government Order No. 3641-Edn.(D) dated the 15th October, 1963.

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* Dip-Lib: Scale of pay 550-900/-

Note : * In a Secondary School with the roll strength of 750 or above, two clerks were admissible but with the introduction of class XI & XII as a part of integrated Institution, one more clerk was sanctioned. But the previlege is not given to a higher secondary school where roll strength is below 750.

* Librarian: One librarian is sanctioned for the Higher Secondary Institution only and this facility should be extended to High Schools too, where there are School Libraries. A librarian holding Master degree and Dip-in-librarianship is entitled to higher start. The revised circular follows. —Editor

Librarian :

For a Higher Secondary School with Classes V to XII having a minimum enrolment of 750 and with 2000 books.

1 (one) Librarian in the scale of Rs. 220-5-270-8-350/-. Minimum qualification— Under Graduate with Certificate of Librarianship.

Laboratory Attendent :[**]

For a Higher Secondary School with Classes V to XII (with Physics, Chemistry and Biology)

2 (two) posts provided that existing unabsorbed incumbents of erstwhile Higher Secondary (Class XII) schools should be absorbed against these posts and that fresh appointment may be made against these posts only where there is no such incumbent or where the laboratory-based subjects have been introduced for the first time .

Matron[*] **:**

In a co-educational integrated Higher Secondary Schools with Classes V to XII one of the admissible posts of Class IV staff (including the posts of Laboratory Attendants) should be filled up by a woman. (No additional post for Matron should be sanctioned).

7. An assessment to teaching and non-teaching posts required in an integrated Higher Secondary School should be made immediately. Posts should not however, be created until the policy of recruitment is finalised. A further communication will follow in this regard.

8. The charge on this account will be met from the provision under the head "D-PRE-UNIVERSITY EDUCATION III-Assistance to non-Government institutions State Plan (Fifth Plan and Annual Plan) Assistance to non-Government Higher Secondary Institutions—Grants-in-aid/Contributions " in the current year's 277-Education (Excluding Sports and Youth Welfare) Budget.

Comment : **Sanction of only two Lab. attendants for the Science Laboratory in a Higher Secondary School, where three or more Lab. based subjects are introduced are insufficient. —*Editor*

* Matron in a co-educational Higher Secondary Schools, a lady matron as a Class IV staff is admissible, but the number of non-teaching Class IV staff should not be allowed to increase beyond the sanctioned staff. —*Editor.*

9. This order issues with the concurrence of the Finance Department vide their U.O.No. Group B 1645 dated the 27th July, 1979 and U. O. No. Group B 2790 dated the 28th November, 1979.

Sd/ B. N. Chatterjee
Special Secretary.

GOVERNMENT OF WEST BENGAL EDUCATION DEPARTMENT : HIGHER SECONDARY BRANCH

No. $\frac{198-Edn.(HS)}{3S-27/77}$ Dated Calcutta, the 21st December,'79

From : Shri S. N. Chowdhury
Deputy Secretary to the Government of West Bengal.

To : The Director of Secondary Education,West Bengal.

Sub : Sanction of whole-time teaching and non-teaching posts for the integrated Higher Secondary Schools.

In continuation of this Department's Order No. 190-Edn (H.S.) dated 5.12.79 and No. 191-Edn (H.S) dated 5.12.79 on the above subject, the undersigned is directed to say that the arrangements made in terms of para 4 of G.O No. 150-Edn. (HS) dated 15.9.79 with regard to the grant of remuneration to the non-teaching employees of an integrated Higher Secondary School for additional work, many terms of this Department's order No.190-Edn. (HS) dated 5.12.79 are filled up in accordance with the instructions contained therein read with G. O. No. 191-Edn.(HS) dated 5.12.79.

Sd/- S. N. Chowdhury
Deputy Secretary

GOVERNMENT OF WEST BENGAL

Education Department

Secondary Branch

No. $\frac{472-Edn.(S)}{5P-58/77}$ Dated, Calcutta, the 13th June,1980.

Sub : Pay protection to senior trained teachers .

The undersigned is directed to refer to the Education Directorate's Memo No. 2427-GA dated the 5th August, 1978 on the subject mentioned above and to state as follows :—

(a) A trained teacher is normally eligible to draw the 1st increment in a time scale of pay attached to the post after he has rendered one year's approved service in that time scale.

(b) An untrained teacher will be eligible to draw the 1st increment in a time-scale of pay attached to the post after successful completion of his/her B.T. or B.Ed. course, from the date following the last date of B.T. or B.Ed. Examination, both theoretical and practical, provided that he/she has rendered a minimum period of one year's approved service in that time scale, including his/her period of training .

Note : * In the above circular, it tends to show that incremental benfit shall take effect from the date of completion of the B.T/B.Ed. Exam. But the incumbent in order to have the benefit of increment on his pay must have a minimum of one year's teaching experience (approved) at his credit. —*Editor.*

The cases of those teachers, if there be any, who were allowed premature increments in the time-scale, should be reviewed on the basis of the clarification given and the pay drawn by them in excess of the pay admissible, should be treated as personal pay to be absorbed in future increments.

Sd/- H. Banerjee
Deputy Secretary

GOVERNMENT OF WEST BENGAL
Directorate of Secondary Education
Grants-in-aid Section
6, Bhawani Dutta Lane, Calcutta-73

No. $\frac{749(16)\text{ GA}}{3\text{B}-8/80}$ Datéd, Calcutta, the 22nd July,1980

From : The Director of Secondary Educaation, West Bengal.
To : The District Inspector of Schools (SE) ......
Sub : *Benefit of increment after completion of the B.Ed. Course Pay protection to Senior trained teachers .*

In enclosing herewith the copy of G.O.No 472-Edn. (S) dated 13.6.80 the undersigned has to state that before granting increment in terms of clause (b) of the said G.O. in a time of pay, it should be ensured that the teacher has rendered at least one year's approved service upto the last date of the B.T. or B.Ed. examination both theoretical and practical including his/her period of training in the said time scale of pay.*

The cases of teachers who have been treated as trained on age-experience basis will not come under the purview of the G.O under reference and with continue to be guided by the Govt.orders issued from time to time in this regard G. O. No 166-Edn. (S) dated 20.2.75 and G. O. No 149-Edn. (s) dated 19.2.79 may be referred to in this connection .

This office memo No 2266-GA dt.25.9.79 may be deemed to have been modified as above.

The cases of those teachers, if there be any, who were allowed premature increments in the time scale i.e who were allowed increments before completion of one year's approved service in the said time scale of pay simply because they passed B.T. or B.Ed. examination after entering into school service but not completed one years approved service upto the last date of such examination both theoretical and practical in that time scale of pay, should be reviewed, the date of increment should be refixed in terms of the Govt. order under reference, and the pay in the time scale drawn by them in excess of the pay admissible in the said time scale as a result of such refixation of the date of increment should be treated as personal pay to be absorbed in future increments falling due after 13.6.80,

Sd/- D. Barua
Dy. Director of Secondary Education (GA), West Bengal

* In order to get the benefit of increment for successful completion of B.T/B.Ed/P.G.B.Ed/P.G.B.T. etc., an incumbent will have to render at least one year's approved services at his credit. —*Editor.*

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
S.E.Branch

No. 99 Edn. (HS) Dated Calcutta, 23rd July,1980.

From : Shri B. N. Chatterjee, I.A.S
Special Secretary to the Govt. of West Bengal.

To : The Director of Secondary Education, West Bengal.

Sub : Sanction of whole-time teaching and non-teaching staff for the integrated Non-Government Higher Secondary Schools.

Ref : Government Order No. 61 Edn. (HS) dated the 11th May, 1978 read with Government Order No. 190-Edn. (HS) dated the 5th December, 1979.

In clarification of Government Order No. 20-Edn.(HS) dated the 29th February,1980 the undersigned is directed to state as follows :

(1) The teachers already appointed against the ad-hoc posts sanctioned in terms of Government Order No. 61-Edn.(HS) dated the 11th May, 1978 need not undergo fresh selection, as stipulated in Government Order No. 20-Edn. (HS) dated the 29th February, 1980. But if any of the ad-hoc posts sanctioned in terms of Government Order No. 61-Edn. (HS) dated the 11th May, 1978 still remained unfilled up, recruitment to such posts should be made according to the guide lines laid down in Government Order No. 20-Edn.(HS) dated the 29th February, 1980.

(2) The condition laid down in para 2(e)(iii) of Government Order No. 61-Edn.(HS) dated the 11th May, 1978 for giving preference to existing teachers on the staff of the school, holding Honours/Post-Graduate Degree, but drawing pay in the scale of a Pass Graduate, will hold good in case of recruitment to all teaching posts under the staff pattern sanctioned in terms of Government Order No.190-Edn. (HS) dated the 5th December, 1979.

Necessary instructions may please be issued immediately to all concerned .

Sd/- B. Chatterjee
Special Secretary

GOVERNMMENT OF WEST BENGAL
Directorate of Secondary Education
Grant-in-aid Section
6, Bhabani Dutta Lane (top floor) Calcutta -73

Memo No. $\frac{929-GA}{3B-9/80}$ Dated, Calcutta, the 25th August, 1980.

From : The Director of Secondary Education ,West Bengal

To : The Dist Inspector of Schools (SE) Burdwan,

Sub : Admissibility of higher scale of pay in respect of teachers working in the deputation vacancy .

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* The Dist. Inspector of Schools is generally found to point out the standard of qualification on the basis of staff pattern for the post of the teacher to be taken in the deputation vacancy. It is a general rule that qualification required for the normal section teacher as per staff pattern may be insisted. —*Editor*.

Ref : His No. 7308 dt 9.7.80.

With reference to his Memo No. cited above in the above subject the undersigned has to state that the scale allowable to a substitute teacher appointed in a deputation vacancy will be judged in terms of the Govt. Order No. 772-Edn. (S) dt. 8.7.74 on his fulfilling the required conditions laid down therein, not with reference to the scale that is/was being enjoyed by the teacher who proceeded on deputation and in whose place the substitute has/had joined.

Sd/- Illegible
for Director of Secondary Education,

GOVERNMENT OF WEST BENGAL

Education Directorate, Grant-in-aid Section

Memo No. 1078–GA / 3B–21–80 Calcutta, the 15th Sept. 1980.

From : The Directorate of Secondary Education, West Bengal.

To : The District Inspector of Schools (S.E.) Murshidabad,

Sub : Fixation of pay in respect of teaching and non-teaching staff of High Schools and High Madrasahs recognised upto 1.1.1974 and covered under Salary Deficit Scheme with effect from 1.4.79 in accordance with the Govt. Order No. 885 Edn. (S) dated 31.7.1979

Ref : His No. 484 GA dated 8.8.1980.

With reference to his Memo. No cited above on the above subject the undersigned has to state that the pay on 1.4.1979 of teaching and non-teaching staff of non-Govt. High Schools and High Madrasahs covered under Salary Deficit Scheme in accordance with G.O. No. 885-Edn. (S) dated 31.7.1980 should be fixed in the scale of 1975 at the stage corresponding to the aggregrate of :

(1) Actual pay on 31.3.1979 or admissible pay in the scale of 1966 on 31.3.1979 whichever is lower.

(2] Govt. D. A. @ Rs. 90/- or 67.50 as is applicable in terms of G.O. No. 666-F dated 31.2.1971.

(3) Rs 6/- if the pay on 31.3.79 as in (1) is less than Rs 500/-.

(4) Rs 20/- or 15/- as the case may be.

(5) Incremental benefit as is applicable in terms of G.O. No. 761-Edn.(S) dated 6.9.75.

If there is no corresponding stage the pay shall be fixed at the stage next above the aggregrate mentioned above.

Sd/ Illegible
for Director of Secondary Education, West Bengal.

GOVERNMENT OF WEST BENGAL

Education Department , *Budget Branch*

No. 353(6)Edn(S) / DM–4/81 Calcutta, the 24th July,1981

From : Shri N. Ghosal, I.A.S
Deputy Secretary to the Government of West Bengal .

Sub : *Grant of Medical Allowance to the teaching and non-teaching staff of State aided educational institutions .*

The undersigned is directed to say that, after careful consideration of the recommendation of the Second Pay Commission, the Governor has been pleased to decide that all whole-time teaching and non-teaching employees of the Government-aided educational institutions as yet out in the Annexure will draw a fixed medical allowance at the rate of Rs 16.70 (Rupees sixteen and seventy paise) only per month with effect from April, 1, 1981 or the date from which one will opt to come under the revised scales of pay effective from April 1,1981 until further order provided that those who will opt to retain existing scales of pay together with existing terms and conditions of service will not be entitled to this benefit.

2. The additional expenditure involved will proceed against the appropriate head in the Non-Plan/Plan Sector in the current year budget under "277-Education (excluding Sports and Youth Welfare) / " "278- Art and / Culture" where necessary fund will be provided by reappropriation or otherwise in due course .

3. This order issues with the concurrence of the Finance Department vide their U. O. No. 1228-Group 'J' dated the 23rd July, 1981.

4. The Accountant General, West Bengal and Pay & Accounts Officer, Calcutta are being informed.

Sd/- N. Ghosal,
Deputy Secretary

GOVERNMENT OF WEST BENGAL
Education Department
Budget Branch

No. 372-Edn.(B) Dated, Calcutta, the 31st July, 1981.

MEMORANDUM

In Finance Department Resolution No. 9716F. dated 16th November, 1977 Government set-up a Pay Commission with the terms of reference which included that the Commission will also examine the structure of emoluments and the conditions of service of the—

(a) teachers and non-teaching staff of—

(i) State Government sponsored or aided Primary Schools/ Junior Basic Schools (including Pre-Basic Schools) ;

(ii) State Government sponsored or aided Junior High/High Schools/ Higher Secondary Schools upto Class XII standard ; (including Jr. High and High Madrasah) ;

(iii) State Government sponsored or aided Schools for Handicapped

(iv) State Government sponsored /Aided Training Institutes for primary teachers ;

(v) State Government Sponsored /Aided Polytechnics ;

(vi) State Government Sponsored /Aided Junior Technical Schools ;

(vii) Non-teaching staff of Non-Government Colleges ;

(viii) District School Board ;

(ix) Sponsored Day Students Home ;

(x) Library staff of Sponsored/aided—

(a) Educational Institutions ;

(b) District Library ;

(c) Sub-Divisional/Town Library ;

(d) Rural/Area/Primary/Unit Library ;

With due regard to the financial resources of the State Government.

The Commission submitted its reports containing its recommendations :—

2. After careful consideration of the recommendations, the Governor is pleased to direct that in the Sponsored and aided recognised Educational Institutions including Libraries and Day Students Home, all whole-time occupants of the posts on the existing scale of pay as described in columns (2) and (3) respectively of Annexure- I shall with effect from 1st April, 1981 be entitled to draw pay in the revised scales of pay as shown against each of the posts in column (4) of the said Annexure. The detailed break up of the revised pay scales shown under column (4) of Annexure I are given in Annexure II.

3. A separate order ragarding fixation of pay in the revised scales of pay on the analogy of the State-Govt. Rules will be issued later on.

4. All order issued by the Education Department regulating the conditions of service of the employees and the pay scales of the posts shown in the Annexure of this order shall be effective subject to provisions of this order.

5. The charge will be met from the appropriate head in the Non-Plan/Plan-Sector in the current year's budget under "277-Education (excluding Sports and Youth Welfare), where necessary fund will be provided by re-appropriation or otherwise in due course.

6. Those who were in service on 31st March, 1981 will have the option either to retain their existing scale of pay and existing terms and conditions of service or to come under the revised scales of pay together with the revised terms and conditions of service, as may be determined by the State Government. The option will have to be exercised within 90 days from the date of issue of this order and they may come under the revised scales and revised terms and conditions of service with effect from April, 1981 or any subsequent date not latter than April, 1982.

The form in which the option will have to be exercised and other terms and conditions governing option will be circulated separately.

*Teachers in all Government aided educational Insititutions opting for the revised scale of pay shall retire at 60 years, provided however that who were above 54 years but below 57 years of age on April 1, 1981 shall retire on completion of 62 years of age or on March 31, 1987 whichever is earlier, and for such teachers who were above 57 years of age on April 1, 1981 retirement will be on completion of 65 years on March, 31, 1987 whichever is earlier.

Comment : *Retiring age of the teaching staff has been revised in the subsequent circular and in the circular No. $\frac{81-\text{Edn(S)}}{1\text{M}-3/82}$ dt. 31st. March, 1986 of the Ed. Dept. of Govt. of West Bengal, pending the decision of the Appeal Case in the Calcutta High Court, the age of retirement has been extended year to year basis upto 65 provided the incumbent is physically fit and mentally alert. —Editor

The non-teaching employees of all Government aided institutions shall retire at 60 years of age.

7. This order issues with the concurrence of the Finance Department vide their U. O. No. Group-J/284 date 31st July, 1981.

8. All concerned have been informed.

By order of the Governor
Sd/- N. Ghoshal, (Deputy Secretary)

ANNEXURE—II

Serial Number	Pay Scale (Rs.)	Length (years)
1.	220-5-260-6-308-7-364-8-388	28
2.	230-5-250-6-280-7-350-8-414	28
3.	245-6-263-7-319-8-383-9-455	28
4.	260-7-295-8-311-10-421-12-488-14-527	28
5.	280-8-304-10-394-12-442-15-577-20-617	28
6.	300-10-400-15-565-20-685	28
7.	340-10-400-15-550-20-750	27
8.	360-10-400-15-520-20-740-25-815	27
9.	380-15-500-20-700-25-850-30-910	27
10.	425-15-485-20-685-25-835-30-895	23
11.	425-15-470-20-670-25-820-30-910-35-1050	27
12.	440-20-560-25-785-30-875-35-1050-40-1170	27
13.	470-20-550-25-750-30-870-40-1230	27
14.	610-25-635-30-755-35-790-40-1270	19
15.	500-20-540-25-640-30-820-40-1260-50-1360	26
16.	550-25-625-30-745—35-780-40-1220-50-1470	25
17.	660-40-1100-50-1600	22
18.	1100-50-1300-60-1900	15
19.	550-25-750-30-900	14
20.	700-40-1100-50-1300	15
21.	700-40-1100-50-1600	21
22.	1200-40-1300-60-1900	13
23.	1500-60-1800-100-2000-125/2-2500	16

ANNEXURE—I

Sl. No.	Name of Service/ Post	Existing Pay Scale/Special Pay-Allowance etc.	Revised scale of pay.
1.	2.	3.	4.
	State Government sponsored or Aided Primary Schools/ Jr. Basic Schools (Including Pre-Basic Schools).		
1.	(a) For the Existing Teachers :	(i) 230-400/- (ii) 220-350/- (iii) 200-300/-	(i) 300-685/- (ii) 280-617/- (iii) 260-537/- Provided that Non-Matriculate or Non-School Final passed teachers on existing scale 220-350/- will get themselves passed in School Final Examination within 5 years and untrained Matriculate or S.F.
	(b) For the future recruits :		(i) For trained School Final passed Rs. 300-685/- (ii) For untrained School Final passed Rs. 280-617/- (iii) For non-School Final passed Rs. 260- 537/- Provided that untrained S.F. passed candidates will not be recruited if trained School Final passed candidates be available, non-School Final passed candidates will not be recruited if School Final passed trained/untrained candidates be available.
2.	Head Teachers	Scale of pay of Teacher in the respective category plus Spl. pay Rs. 20/-	(i) Grade pay as Teacher according to (a) or (b) of Serial No. 1 above. (ii) Spl. pay Rs. 35/- for all.
3.	Matron	180-225/-	230-412/- (to be redesignated as Attendant).

1.	2.	3.	4.
4.	Servant	135-180/-	220-388/-

State Government Sponsored or Aided Secondary School upto Class XII standard.

1.	Head Master/Head Mistress of High/ Higher Secondary Schools/High Madrasah	Rs. 480-1170/- Rs. 100/- as Spl. pay for Heads of (10+2) Schools	(i) 660-1600/- with higher initial start at Rs. 940/- plus Spl. pay of Rs. 100/- for Heads of (10+2) Higher Secondary School only. (ii) 660-1600/- with higher initial start at 940/- for Secondary School. In the case of a existing integral Secondary School if the morning section (Primary) and Day Section Secondary/Higher Secondary) are under the same administration, the Head master/Head mistress or any Asstt. Teacher of the Day Section who is incharge of the Morning Section (Primary) will draw a spl. pay of Rs. 75/- P.M.
2.	Head Master/Head Mistress of Jr. High School/Jr. Madrasah.	Prescribed pay as per qualification. Graduate teacher for Headmaster's duty Rs. 25/- p.m.	Pay as teacher according to qualification and Spl. pay Rs. 75/-
*3.	Asst. Head Master/ Asstt. Head Mistress	Rs. 400-1020/-	

Comment : *Pay as per approved qualification plus a special pay of Rs. 75/- for High/Higher Secondary Schools. —*Editor*

1.	2.	3.	4.
4.	Assistant Teacher	(i) Rs. 350-920/- (ii) Rs. 300-750/- (iii) Rs. 230-400/- (iv) Rs. 220-270/-	(i) Rs. 550-1470/- (for Trained Master's Degreeholders) (ii) Rs. 500-1360/- (for Trained Honours Graduates) (iii) Rs. 440-1170/- (for Trained Graduates) (iv) Rs. 300-685/- (for Trained Matriculates) (v) Rs. 280-517/- (for Untrained Matriculates) (vi) Rs. 260-537/- (for Non-Matriculates) (B) for Teachers/Persons with qualifications as noted below as noted against each (i) B.Sc. (Agri.)—Rs. 500-1360/- (ii) Two recognised Sanskrit Titles or M.M. or equivalent with 5 years' teaching experience in both cased Rs. 440-1170/- (iii) Diploma in Engineering Rs. 425-1050/- (iv) Craft Teacher with (a) 5-year Diploma in Art and Craft from Government College of Art and Craft or Degree—440-1170/- (b) Any other Diploma Rs. 425-1050/- (v) Music Teacher with (a) B.M. Degree Rs. 440-1170/- (b) Diploma—425-1050/- (vi) Physical Education Teacher, Graduate with Diploma in Physical Education Rs. 440-1170.

1.	2.	3.	4.
			(vii) Sub Overseer's Certificate—Rs. 380-910/- (viii) Matriculate with 2 years' training certificate from a recognised institution, or with 10 years practical Experience Rs. 360-815/- (ix) Physical Education Teacher : Undergraduate with training in Physical Education—Rs. 340-750/- (x) Matriculate with Kavya Tirtha Rs. 300-685/- (xi) Kavya Tirtha and 5 years' teaching experience Rs. 300-685/- (xii) Two recognised Sanskrit Titles or equivalent with less than 5 years' teaching experience Rs. 300-685/- (xiii) Final Madrasah Examination or equivalent passed Rs. 300-685/- (xiv) Workshop Instructor (Practical experience only) with less than 10 years' experience Rs. 300-685/- (xv) Agricultural Instructor Rs. 300-685/- (xvi) Craft Teacher-Matriculate with one year Craft Training Certificate from recognised institution or Non-Matriculate with 2 years' training certificate from recognised institution Rs. 300-685/- (xvii) Music Teacher with Certificate in Music from recognised institution Rs. 300-685/-

1.	2.	3.	4.
5.	Clerk	(i) Rs. 220-350/- (Matriculate) (ii) Rs. 200-260/- (Non-Matriculate)	(i) Rs. 300-685/-(Matriculate) (ii) Rs. 260-537/-(Non-Matriculate)
6.	Librarian	(i) Rs. 250-600/- Spl. pay Rs. 25/- (ii) Rs. 250-600/- (iii) Rs. 220-350/-	(i) Master's degree holder with Diploma in Library Science 440-1170/- with higher initial at 560/- (ii) Graduate with Diploma in Library Science, Rs. 550-900/- (iii) Matriculate with/without certificate in Librarianship Rs. 300-685/- (iv) Others (Non-Matriculate) Rs. 260-537/-
7.	Class IV Staff	Rs. 135-180/-	Rs. 220-388/- If any class IV staff not appointed as Night Guard stays at School at night and acts as its Night Guard in Addition to his own normal duties he will get a special pay of Rs. 20/- p.m.

N.B. (1) *All existing Secondary Schools teachers will be allowed annual increments in the revised scales of pay provided that untrained teachers will have to get themselves trained within 5 years from April 1981 failing which their increment will be stopped till they get themselves trained.

(2)(a) All existing Secondary school teachers who have improved their qualifications relevant to their teaching subjects will get the higher scale on qualification without any restriction ;

(b) All existing Secondary School teachers who have improved their qualifications not relevant to their teaching subjects will be allowed the higher scale on qualification basis after five years' teaching counting from the date on which higher qualification was obtained.

Comment : *Existing untrained Secondary Teachers mean 'teachers' on service upto 31.3.81. They will be getting incremental benefit for a period of five years. But in the latest clarification No. 59 G.A. dated 16th Jan., 1982 of the Education Department, Govt. of West Bengal, incremental benefit after completion of one year's service has been admitted. It is reported to us by the concerned staff that Dist. Inspector of schools (SE) prefer to stick to 7(1) above decision instead of the revised decision of the Director of Secondary Edn. —*Editor*

(c) In future, Secondary school teachers will be allowed higher pay scale on qualification basis only when they obtain such higher qualification in the subject relevant to their teaching/appointment.

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
Budget Branch

No. 475-Edn.(B) Dated, Calcutta, the 17th October '81

MEMORANDUM

Sub: Grant of House Rent Allowance to the teaching and non-teaching employees of the Government Aided Educational Institutions.

1. Having carefully considered the recommendation of the Second Pay Commission, the Governor has been pleased to decide that with effect from the 1st April, 1981 and until further orders whole-time teachers and non-teaching employees of the Government aided educational institutions the list of which is set out in the Annexure-1, who will out for the revised scales of pay will draw house-rent allowance at the rates and subject to the terms and conditions as stated in the following paragraphs.

2. The rates of House Rent Allowance will be as stated below :—

Area	Rate of House Rent Allowance
(i) For Greater Calcutta and Urban Agglomeration with population of 2 lakh and above (e.g. Assansol, Durgapur, Siliguri etc.)	15 per cent of pay, subject to a maximum amount of Rs. 275/- and a minimum amount of Rs. 30/- per month.
(ii) District Headquarters, Haldia town and towns (including Sub-Division towns) with population exceeding 50,000.	10 per cent of pay subject to a maximum amount of Rs. 275/- and a minimum of Rs. 30/- per month.
(iii) All other Sub-Divisional towns.	$7\frac{1}{2}$ per cent of pay, subject to a maximum amount of Rs. 200/- and minimum of Rs. 30/- per month.
(iv) All other towns (agglomeration with population exceeding 10,000 including Block Headquarters).	5 per cent of pay, subject to a maximum amount of Rs. 100/- and a minimum of Rs. 30/- per month.
(v) For all other areas not covered by (i) to (iv).	House Rent Allowance at a uniform rate of Rs. 20/- per month.

3. The House Rent Allowance sanctioned by this order shall be drawn subject to the following terms and conditions ;

(a) All claims for house rent allowance should be supported by rent

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Comment : 'Pay', means basic pay Editor.

receipts/rental value certificates if living in a rented house/in a house owned by himself/herself or by his wife/her husband or by his/her parents or his/her sons or unmarried daughters. This requirement is, however, waived in respect of teachers and employees drawing pay upto Rs.750/- per month in the revised scales sanctioned with effect from the 1st April, 81. Such emloyees* (drawing pay upto Rs 750/- per month) shall be eligible to draw House Rent Allowance without reference to the amount of rent/rental value. They shall, however, have to give declaration in Certificate I enclosed in Annexure -II.

(b) (i) Teachers and non-teaching employees concerned drawing pay above Rs 750/- per month in the aforesaid revised scales of pay draw House Rent Allowance at rates similar to and admissible to those drawing pay upto Rs. 750/- per month without producing any rent receipt/rental value certificates. For any higher claims from those drawing pay above Rs 750/- per month, production of rent receipts or assessment documents/rental value certificates (on which Municipal/Local bodies taxes are paid) shall be necessary. In such cases, one may draw House Rent Allowance in excess of the amount by which the rent actually paid or the rental value of the premises, as the case may be, exceeds ten per cent of pay subject to the ceiling prescribed in paragraph 2 above including pension (inclusive of temporary increase in Pension and Pension equivalent of death cum-retirement benefit) does not exceed Rs. 250/- per month.

(ii) If a teacher/non-teaching employee sublets or shares as part of his ac-comodation with one or more adults not belonging to his family whether teacher/non-teaching employees or not or employees of Central Govt./State Govt./autonomous public undertakings etc. a reduction of 40% shall be made from the rent actually paid for the purpose of computing the amount of house rent allowance admissible to him.

"Family" for the purpose of this order means teacher's/non-teaching employees wife/husband, children and other persons residing with and wholly dependent upon him/her. A husband/wife/child/parent having an independent in-come is not treated as a member belonging to the family of the teacher/non-teach-ing employee except where such income including pension (inclusive of temporary increase in pension and pension equivalent of death-cum-retirement benefit) does not exceed Rs. 250/- p.m.

(iii) If the sub-tenant or Co-sharer is also a teacher/non-teaching employees, house rent allowance will be admissible to him also, the amount of such allowance being calculated on the rent actually paid by him to the main tenant.

Note: (1) As an exception to the above sub-para in cases where a teacher/non-teaching employee who shares his/her accomodation with his wife/her husband who is also a teacher/non-teaching employee or an employee of Central Government/State Government/Public Undertak-ings/Statutory/Local bodies, he/she may be allowed the option to draw house rent allowance without

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Comment : *Drawing of pay upto Rs. 750/- was later on revised upto Rs. 1000/- per month. (Vide No. 5-Edn.(B) dt. 11th January, 1982). —*Editor*

Comment : *'Rental value' means on the basis of which the actual tax of the Municipality is fixed. 'Rental value certificate' may be issued by the Municipality or the District Collector. —*Editor*

reduction of 40 per cent from the rent paid by him/her subject to the condition that the other spouse/parent/son/daughter/un-married sister does not draw any house rent allowance.

Note: (2) The reduction of 40% referred to in sub-para (ii) above will not be made where the other spouse/parent/son/daughter/un-married sister is/are employed in the Private Sector or are self-employed or/and is/are having income exceeding Rs.250/- per month.

(c) A teacher/non-teaching employee shall not be entitled to house rent allowance if—

(i) he shares accomodation allotted rent-free quarters to another teacher/non-teaching employee or employee of Central Government/State Government/autonomus public undertaking etc. or

(ii) he/she resides in accommodation allotted to his/her parents/son/daughter by the aided institution/Central Government/State Government/autonomous public undertakings/local bodies, etc.

(iii) his wife/her husband has been alloted family accommodation at the same station by the aided institution/Central Government/State Government/autonomous public undertaking etc. whether he/she resides in that accommodation or he/she resides separately in accommodation rented by him/her.

(d) As an execption to sub-para (b)(ii) and (b)(iii) of this paragraph teachers/non-teaching employees drawing pay upto Rs. 750/- per month shall be eligible for house rent allowance in terms of para 2 above even if they share accommodation allotted to other teachers/non-teaching employees excluding those mentioned in (c) above or private accommodation of other teacher/non-teaching employees (including those mentioned in c (ii) and c (iii) above, subject only to the condition that they pay rent or contribute towards rent or house or property tax but without reference to the amount actually paid or contributed. A teacher/non-teaching employee living in his own house or in a house owned by a Hindu undivided family in which he is a copartner and whose pay does not exceed Rs. 750/- per month be entitled to draw house rent allowance without reference to the amount of gross rental value as assessed by the municipal authorities.

Note : In case where husband/wife/parents/children, two or more of them being teachers/non-teaching employees share accommodation allotted to another teacher/non-teaching employee or employees of Central Government/State Government/autonomous public undertaking etc. house rent allowance will be admissible to only one of them of their choice.

(e) No House Rent Allowance shall be admissible in cases whether the teachers or non-teaching employees concerned are provided with quarters, 10 per cent of their pay in the revised scales of pay shall be deducted from their salary for occupation of the quarters provided for them. Where, however there is a provision for an employee to be provided with free quarters/accommodation but has not been given any 10 per cent of pay in the revised scales of pay will be paid as House Rent Allowance over and over the usual admissible amount as House Rent Allowance under this order until the free quarters/accommodations are provided.

Comment : *House rent allowance is not admissible to those who are provided quarters by the authorities. —Editor

(f) The House Rent Allowance admissible under this order shall be drawn with effect from April, 1, 1981 by those who will draw pay in the revised scales with effect from that date ; if, however, one opts to draw pay in the revised scales from any subsequent date upto April 1, 1982, one will also draw House Rent Allowance with effect from the same subsequent date.

(g) Certificates in the forms prescribed and enclosed in Annexure-II, as may be applicable shall have to be furnished for the drawal of House Rent Allowance.

(4) This order issues with the concurrence of the Finance Department vide that Department's U. O. No. 1340-Group 'J' dated the 10th August, 81.

(5) The Accountant General, West Bengal and the Pay and Account Officer, Calcutta are being informed.

Sd/- N. Ghosal,
Deputy Secretary,

ANNEXURE—II

(Memo No. 475-Edn.(B) dated the 17th October, 1981).

1. Certificate to be furnished by a teacher/non-teaching employee drawing pay upto Rs. 750/- per month, for the grant of House Rent Allowance.

(1) I certify that I (have applied for ** .... accommodation in accordance with the prescribed procedure but have not been provided with have not been the allotment of .... accommodation during the period in respect of which the allowance is claimed.

(2) I certify that I am $\frac{\text{incurring some expenditure on rent}}{\text{contributing towards rent}}$

(3) I certify that I am not sharing accommodation allotted to my parent (child) or wife (husband) by State/Central Government, an autonomous public undertaking or semi-Government organisation such as Municipality, Port Trust etc./allotted rent-free to another Government Servant.

(4) I certify that my husband/wife/parents/children, who is/are sharing accommodation with me allotted to other employees of the aided educational institution/Central Government/State Government/autonomous public undertaking or semi-Government organisations like Municipality, Port Trust, etc. is/are not in receipt of house rent allowance from the Central Government/State Government/autonomous public undertaking or Semi-Government organisation like Municipality, Port Trust etc. or other aided educational institutions.

(5) I also certify that my wife/husband has not been allotted family accommodation at the same station by the aided educational institution, Central Government, a State Goverment, an autonomous public undertaking or a semi-Government organisation such Municipality, Port Trust, Nationalised Banks, Life Insurance Corporation of India, etc.

2.

Comment : **Here insert the name of the Institution. —Editor

Certificate to be furnished by a teacher/non-teaching employees drawing pay upto Rs. 750/- per month, for the grant of House Rent Allowance.

(1) I certify that I (have applied for* ....accommodation in accordance with the prescribed procedure, but)

have not been provided with / have refused the allotmentof* ....accommodation period on respect of which the allowance is claimed.

(2) I certify that I am residing in a house owned by me/my wife/husband/son/daughter/father/mother/Hindu undivided family in which I am a co-partner.

(3) I certify that the rental value of the house

owned by me / owned by a Hinduundividedfamily

in which I am a co-partner and in which I am residing is ascertainable in the manner specified in para 7 of P.M. No. F-2 (37)-E.II (B)/65, dated the 27th November, 1965. I certify that I am paying/contributing to wards house of property tax.

(4) I also certify that my wife/husband has not been allotted family accommodation at the same station by an aided educational institution/the Central Goverment/a state Government/an autonomous public undertaking or a semi-government organisation such as Municipality, Port Trust, Nationalised Banks, Life Insurance Coporation of India etc.

5. Certificate to be furnished by a teacher and non-teaching employee drawing pay above Rs. 750/- per month for the grant of House Rent Allowance.

(1) I certify that I am residing* in a rented house (address of premises) ** as a sub-tenant in a house (address of premises) rented by another Government servant, viz.........(name, designation and Office), from the..........to the................and I am paying monthly rent of Rs. ....This includes/does not include—

(a)	rent of refrigerator (if otherwise unfurnished)	Rs. 25/-
(b)	rent of furniture at 2.5% of my pay	Rs.
(c)	occupier's share of municipal and other taxes not legally payable by the tenant	Rs.
(d)	Service taxes levied separately and described as such for the period.	Rs.

(2) I certify that I am myself not a sub-tenant of another Government servant.

(3) I certify that accomodation in respect of which the allowance is claimed is not sublet or occupied normally by others who do not belong to my family, and person other than (a) members of my family and/or (b) spouse/son(s), daughter(s), parent(s) who is/are not drawing any house rent allowance from other educational institutions/Central Government/State Government/autonomous public undertakings/semi-

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Comment : *Insert the name of the institution.

Comment : *Delete whichever is not applicable.

Comment : **Delete if not applicable. Editor

Government organisations such as Municipality, Port-Trust/autonomous bodies such as Nationalised Banks, Life Insurance Corporation of India etc.

(4) I certify that I (have applied for ***.......accommodation in accordance with the prescribed procedure but)

have not been provided
have refused the allotmentof..............accommodation during the period in respect of which the allowance is claimed.

(5) I also certify that my wife/husband has not been allotted family accommodation at the same station by any aided educational institutions or the Central Government/a State Government/an Autonomous public undertaking or semi-Government organisation such as Municipality, Port-Trust, Nationalised Banks, Life Insurance Corporation of India, etc.

(6) Certificate to be furnished by a teacher/non-teaching employee drawing pay above Rs. 750/- per month, for the grant of House Rent Allowance.

(1) I certify that I am residing in a house owned by my wife/son/daughter/father/mother......(address of premises) from the .... to the ..... and that the monthly gross rental value thereof as assessed for municipal purpose or otherwise (without deduction of rebate of 10 per cent on account of repairs) in Rs........This includes/does not include—

(a) Municipal and other taxes payable by the owner Rs.

(b) Service taxes levied separately and as described as for the period Rs.

*Insert the name of the institution.

(2) I certify that accommodation in respect of which the allowance is claimed is not occupied normally by any person other than—

(a) Members of my family as defined in para (3) b. (ii) of Finance Department Memo. No. ....Dated .... and/or (b) my spouse/son(s)/daughter(s) who is/are not drawing any house rent allowance from Central Government/State Government/autonomous public undertakings/semi-Government organisations such as Municipality, Port-Trust/autonomous bodies such as, Nationalised Banks, Life Insurance Corporation of India, etc.

(3) I certify that I (have applied for *................accommodation in accordance with the prescribed procedure but)

have not been provided with
have refused the allotmentof..............accommodation during the period in respect of which the allowance is claimed.

(4) I also certify that my wife/husband has not been allotted family accommodation at the same station by the Central Government, State Government, an autonomous public undertaking, or a semi-Government organisation such as Municipality, Port-Trust, Nationalised Banks, Life Insurance Corporation of India, etc.

(7) Certificate to be furnished by a teacher/non-teaching employees drawing pay

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Comment : ***Insert the name of the institution.

Comment : *Insert the name of the institution. Editor

(1) I certify that I am residing in a house owned by me/Hindu undivided family in which I am a copartner (Address of the Premises) form the....... to the ....and that the monthly rental value thereof as assessed for municipal purpose or otherwise (without deduction of the rebate of 10% on account of repairs) in Rs.......... This include/does not include—

(a) Municipal and other taxes payable by the owners Rs.

(b) Service taxes levied separately and described as for the period..... Rs.

(2) I certify that accommodation in respect of which the allowance is claimed is not occupied normally by any person other than (a) members of my family and/or (b) my spouse/son(s)/daughter(s)/parent(s) who is/are not drawing any house rent allowance from Central Government, State Government, autonomous public undertakings/semi-Government organisations such as Municipality, Port-Trust/autonomous bodies such as Nationalised Banks, Life Insurance Corporation of India or other educational insititution etc.

(3) I certify that I (have applied for * ....accommodation in accordance with the prescribed procedure but)

have not been providedwith / have refused the allotmentof ....accommodation during the period in respect of which the allowance is claimed.

(4) I also certify that my wife/husband has not been allotted accommodation at the same station by an aided educational institution, the Central Government, a State Government, an autonomous public undertakings or semi-Government, organisation such as Municipality, Port-Trust etc.

FIXATION OF PAY & OPTION FORM

GOVERNMENT OF WEST BENGAL

Education Department

Budget Branch

No. 492(6) – Edn.(B) / FI – 39/81 Dated, Calcutta, the 26th October, 1981.

From : Shri N. Ghosal, I.A.S.,
Deputy Secretary to the
Government of West Bengal.

Sub : Fixation of pay of the teaching and non-teaching employees of the Educational Institutions in the revised scales of pay.

In pursuance of para 3 of Government Order No. 372-Edn. (B) dated the 31st July, 1981, the undersigned is directed, by order of the Governor, to say that the Governor is pleased to direct that the pay of the teaching and the non-teaching staff of the non Govt./ Sponsored aided educational institutions and other organisations will be fixed in the revised scale of pay as sanctioned in Govt. Order No. 372-Edn (B) dated the 31st July, 1981 in the following manner :-

1.

* Insert the name of the Institution. —Editor

Definitions : In this order unless there is anything repugnant to the subject or context-

(a) 'Basic pay' means the grade pay now drawn excluding interim pay, special pay, qualification pay, personal pay, dearness pay, ad- hoc pay, administrative pay and other categories of pay, if any.

(b) "Interim pay" means such pay as might have been allowed under this nomenclature.

(c) "Existing pay" means the aggregate of -

 (i) basic pay in the exising scale of pay whether in the basic grade or in the new/intermediate selection grade or in any other selection grade.

 (ii) Ad-hoc pay, if any

 (iii) Interim pay, if any ; and

 (iv) Special pay including qualification pay and special allowance including administrative pay, if any, and special allowance, if any, whether such special pay/qualification pay/administrative allowance / special allowance is not retained in addition to the grade pay in the revised scale of pay.

(d) "Existing scale of pay" means the scale of pay of an employee of the non-Govt./Sponsored, aided educational institutions and other organisations in respect of the post which the incumbent belonged to or is held by him/her in a substantive, officiating or temporary in capacity immediately before the date on which he/she becomes liable to draw pay in the revised scale of pay.

(e) "Employee" means the teaching and non-teaching staff of the non-Govt./Sponsored/aided institutions and other organisations.

2. *Application of the revised scale of pay :* An occupant of every post specified in column (2) of Annexure - I of the Govt. Order No. 372-Edn (B) dated the 31st July, 1981 shall be entitled to draw pay in the revised scale of pay with effect from :-

(a) the 1st April, 1981, or

(b) If he/she was in service on 31st March, 1981, under Govt. aided institutions at his/her option, from any date upto 1st April, 1982, or

(c) if he/she enters service on or after the 1st April, 1981 from the date of appointment.

Note: Service rendered by an employee on appointment or re-appointment after the 31st March, 1981, on a substantive, officiating or temporary basis to a post on the same or identical time scale as the existing scale of pay of the post to which he/she belonged or which he/she held on 31st March, 1981, shall be deemed to be service rendered in the post, held by him on the 31st March, 1981.

3. *Fixation of initial pay in the revised scale of pay :* (1) The Initial pay of an employee of the non-Govt. educational institutions who was in service on the 31st March, 1981, shall on the date on-which he/she is eligible to draw pay in the

revised scales of pay sanctioned under Govt. Order No. 372 -Edn (B) dated the 31st July, 1981, be fixed in the manner indicated below :-

(a) if the total of the existing pay be less than the minimum of the revised scale of pay, the pay shall be fixed at the minimum.

(b) if the total of the existing pay fits in at a stage or if it falls in between the two stages of the revised scales of pay, the pay shall be fixed at the next higher stage of the revised scales of pay.

Provided that if the difference between the existing pay and the pay (including rise in the special pay, if any) to be fixed in any of the revised scales of pay shown in Sl. No. 1 to 13 of Annexure-II of the Govt. Order No. 372-Edn. (B) dated the 31st July, 1981, be less than the amount equivalent to two increments at the initial stage of the revised scale of pay in question, pay in the revised scale shall be first fixed under clause (a) or clause (b) and then his/her pay in the revised scale shall be re-fixed at the next higher stage of the revised scale of pay.

(2) For an employee as specified in para 1 above, whose pay fits in any the revised scales shown in serial numbers 1 to 13 or Annexure - II of the Government Order No. 372-Edn (B) dated the 31st July, '81 and who has not received a single promotion during 10 years of service, the initial pay of such an employee shall first be fixed in the manner provided in Clause (a) or Clause (b) and the provision to sub-clause (1) above and such pay shall be finally fixed after granting one additional increment in the revised scale of pay.

(3)(a) For an employee as specified in para 1 above, whose pay fits in any of the revised scales of pay shown in serial numbers 1 to 13 of Annexure II of the Government Order No. 372-Edn (B) dated the 31st July, 1981 and who has completed 20 years' service but has not got more than one promotion in his/her service career, the intial pay of such an employee shall first be fixed in the manner provided in Clause (a) or Clause (b) and the provision to sub-clause (1) above and such pay shall be finally fixed after granting one additional increment in the revised scale of pay.

(b) For an employee as specified in para 1 above, whose pay fits in any of the revised scales of pay shown in serial number 14 and above but who is not on a pay scale higher than the existing pay scale of Rs. 475-1150/- and who has completed 20 years service but has not got more than one promotion in his/her service life, the initial pay of such an employee shall first be fixed in the manner provided in Clause (a) or Clause (b) or sub-clause (1) above and then such pay shall be finally fixed after granting one additional increment in the revised scale of pay.

Provided that a non-Government employee governed by sub-clause (2) or by Clause (a) or Clause (b), who has completed 30 years service but has not got any promotion or has not got more than one promotion in his service life, the initial pay of such an non-Government employee shall be fixed in the manner provided in sub-clause (2) or Clause (a) or Clause (b) of this sub-clause as the case may be and then such pay shall be finally fixed after granting one more additional increment in the revised scale of pay.

Explanation : *Ten/Twenty/Thirty years' service in this rule shall be counted upto the date prior to coming into the revised scale of pay by option of otherwise.

(4) If the existing pay in cases falling under sub-clause (1), (2) and (3) is equal to or higher than the maximum of the revised scale of pay, the pay shall be fixed at such maximum and the difference shall be treated as personal pay to be absorbed in future increments in pay, if any.

(5) If in a case where special pay is attached to the existing scale of pay and is shown in Annexure - II of the government Order No. 372-Edn (B) dated the 31st July, 1981 to have been retained in the revised scales of pay, no dearness allowance shall be admissible on such special pay.

4. *Exercise of Option :* (1) The option under para (2) above shall be exercised in writing in the form set out in Annexure-I of this order and shall be submitted to the authority mentioned below within 180 days from the date of issue of the Government Order No. 372-Edn (B) dated the 31st July, 1981 :-

(a) in the cases of all occupants of the posts other than the Head of the Institution—Head of the Institution

(b) in the case of the Head of the Institution—

(i) the Secretary, Managing Committee, or

(ii) the President of the Governing Body, or

(iii) Administrator, if any, or Drawing and Disbursing officer, if any, or

(iv) District Social Education officer (in the case of all categories of librarian)

(c) In respect of other organisations—Head of the organisations.

Provided that in the case of a non-Government employee who is on leave, or on deputation, or under suspension on the date of issue of this aforesaid order, the said option shall be exercised not later than 90 days of the date of his return from such leave, deputation, or suspension as the case may be.

(2) The option is not exercised shall be final and cannot be modified at any subsequent date.

(3) If option is not exercised under para 3 above by any non-Government employee within the specified time he/she shall be subject to the appropriate revised scale of pay, with effect from—

(a) in the case of a non-Government employee in service on the 31st March, 1981—the 1st April, 1981 ; and

(b) in other cases—the date of appointment.

(4) An employee of the non-Govt. institutions may also retain his/her existing scale of pay beyond 1.4.82, but in that event he/she will have no scope to come under the revised scale of pay.

5. *Benefit of next higher scale of pay in certain contingency :*

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* In subsequent circular it has been clarified that an incumbent is entitled to anyone.

* Only the graduate teachers and the non-teaching will get benifit of next high scale of pay. Follow clarification 2(i)

—Editor

(1) A non-Govt. employee, who has not got a single promotion or appointment in any higher grade in the same post even after *completion of 18 years' continuous and satisfactory service, shall be placed in the immediate next higher scale of pay as shown in Annexure II of the Govt. Order No. 372 Edn (B) dated the 31st July,1981 his/her designation however remaining unchanged.

(2) The Pay of such an employee in such next higher scale of pay shall be fixed in the manner as will be intimated later on.

Notes : (1) The benefit under sub-clause (1) shall be applicable only to those whose pay shall be fixed in the revised scales of pay shown in serial numbers 1 to 13 of Annexure-II of the Govt. Order No. 372-Edn (B) dated the 31st July, 1981 and only once in one's service carreer.

(2) Appointment to posts in the New/Intermediate Selection Grade shall not be treated as promotion for the purpose of this order.

(3) For the scale of Serial No. 9 in Annexure-II of the Govt. Order No. 372-Edn (B) dated the 31st July, 1981, the immediate next higher scale of pay shall be the scale at serial No. 10 in Annexure-II of the Govt. Order No. 372-Edn(B) dated the 31st July, 1981.

6. *Stagnation Pay :* The non-Govt. employees whose pay has been fixed in the revised scales of pay shown in serial No.1 to 13 of Annexure-II of Govt. Order No. 372-Edn (B) dt. 31.7.81 and who reached the maximum of the respective scales of pay shall continue to draw increment beyond the maximum of the scale for three years at the rate last drawn by him/her as increment before reaching the maximum.

7. *Pay fixation on promotion or appointment :* Notwithstanding anything contained elsewhere, where a non-Govt. employee holding a post in a substantive, officiating or temporary capacity is promoted or appointed in a subtantive, officianting or temporary capacity to another post carrying duties and responsibilities of greater importance than these attached to the post held by him/her, the initial of pay of such non-Govt. employees in the scale of pay of the higher post shall be fixed at the stage next above the pay notionally arrived at by incresing his/her pay in respect of the lower post by one increment at the stage at which such pay has accrued.

8. *The date of next increment in the revised scale of pay :* The next increment of a non-Govt. employee whose initial pay has been fixed under this order shall be granted—in a case where initial pay has been fixed in terms of para 3—after completion of one full incremental period from the date of fixation of initial pay in the revised scale of pay.

9. He is authorised to proceed with the implementation of the revised salary scheme as sanctioned in terms of Govt. Order No. 372-Edn (B) dt. 31.7.81 and to pay salary in the revised scale out of the amount already placed at his disposal after fixing the pay in accordance with the principles laid down in this order. Form of fixation of initial pay in the revised scale is set out in Annexure-II.

10. This order issues with the concurrence of the Finance Deptt. vide their U. O. No. 1545 Group J dt 23.9.81.

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* To be scored if not applicable. —Editor

11. All concerned have been informed.

ANNEXURE - 1
FORM OF OPTION
(See para 4 of the Govt. Order)

*(i) I,...... .... hereby elect for the revised scale of Rs..................... of my substantive/ officiating/temporary post with effect from 1st April, 1981.

*(ii) I, ... hereby elect to continue in the existing scale of pay of Rs.................. of my substntive/officiating/temporary post mentioned below till........... 19.................. and to come under the revised scale of Rs. .... with effect from .... 19 ......

*(a) I have completed more than 10/30 years' service and have not received a single promotion up to the date of my coming over to the revised scale of pay [vide para 3 (2) provision to para 3(3) (b)]

*(b) I have completed 20/30 years' service and have not recived more than one promotion upto the date of my coming over to the revised scale of pay. [vide para 3(3) (a) and (b)]

Station .... Signature ....

Date .... Name ....

Designation...................................

(Substantive/officiating/temporary)

Office/Institution :

Signature :

Head of Office/Institution

ANNEXURE—II

From the fixation of initial pay in the Revised Scale as sanctioned under Government Order No. 372-Edn(B) dt. 31.7.81 (vide para 9 of this order)

1. Institution/Office ....
2. Name and Designation of the employee ....
3. Date from which he/she elects to come under the revised scale of pay—
   (a) In substantive post ....
   (b) In officiating/temporary post ....
4. Existing scale of pay—
   (a) In substantive post ....
   (b) In officiating/temporary post ....
5. Revised scale of pay—
   (a) In substantive post ....
   (b) In officiating/temporary post ....
6. Special Pay, if any, in the existing scale of pay—

Notes : (1) Separate option should be exercised in respect of each scale, if pay has to be fixed in more tthan one scale.

(2) The option once exercised is final. The employees should opt to come under the revised scale on any date between April 1, 1981 and April 1, 1982 after reading carefully the principle of fixation to be made in terms of Govt. Order No. 492(6) dated, the 26th October, 1981. No change of option shall be allowed under any circumstances. —Editor

(i) (a) In substantive post ....
(b) In officiating / temporary post ....
(ii) Whether retained/not retained in addition to the grade pay in the revised scale of pay and, if so, the amount. ....

7. Special Allowance / Qualification Pay/ Administrative Allownance/ Efficiency Bonus for the stenographers, etc., if any,—

(i) (a) In substantive post ....
(b) In officiating/ Temporary post ....
(ii) Whether retained/not retained in the revised scale of pay and if so, the amount ....

	Substantive Post	*Officiating/ Temporary Post*	*Remarks*
8. Existing pay as defined under 1 (c)			
(i) Basic Pay in the existing scale ...			
(ii) Ad-hoc pay ...			
(iii) Interim Pay, if any			
(iv) Special pay/ Special Allowance/ Qualification Pay/Administrative Allowance when not retained in the revised scale of pay.			
9. Efficiency Bonus for the Stenographers.			
10. Pay fixed under the			
(A) revised scale of pay (vide para 3)			
(i) Basic pay—			
(a) Under para 3(i)(a) 3(1)(b) and provision there under.			
(b) under para 3(2)			
(c) under para 3(3)(a)			
(d) under para (3)(3)(b)			

	Substantive Post	*Officiating/ Temporary Post*	*Remarks*
(e) under proviso to para 3(3)			
(f) under para 3(4)			
(ii) Personal pay, if any, to be absorbed in subsequent increases in pay—			
(iii) Special pay, if any, (retained, in the revised scale of pay)			
(B) Compensation Allowance/Personal Compensatory Allowance/Personal Dearness Allowance admissible under para 3 (Proviso), 3A and Proviso to 7 of this G. O. No. 492 (6), dt. 26.10.81.			
Total =			

11. Date of effect
12. Date of next increment.

....
Signature of the Head of the Office/Institution

....
Designation

(for use by the Controlling Authority)

Verified and found correct.

Not checked.

....
Signature of the Checking Authority

Designation ....

Date ....

GOVERNMENT OF WEST BENGAL
Education Department (*Budget Branch*)

No. 5-Edn.(B)

Dated Calcutta, the 11th January, 1982.

MEMORANDUM

Sub : *House rent allowance to the teaching and non-teaching employees of the Government aided Educational Institutions.*

The Governor is pleased to make the following amendments of the order No. 475-Edn.(B) dated the 17th October, 1981 and No. 1963-
Edn. (CS) dated the 29th December, 1981 in terms of which house rent allowance has been sanctioned to the teaching and non-teaching employees of the aided/sponsored educational institutions with effect from 1st April, 1981—

In the said order—

Para 3 (3)—second line read " The requirement is however, waived in respect of teachers and employees drawing upto Rs. 1000/- per month in the revised scales sanctioned with effect from 1st April, 1981. Such employees (drawing pay upto Rs. 1,000/- per month) shall be eligible to the house rent allowance without reference to the amount of rent/rental value. They shall, however, have to give a declaration in certificate (1) enclosed in Annexure—II."

Para 3 (b) (i)—read "The teachers and non-teaching employees concerned drawing above Rs. 1.000/- per month in the aforesaid revised scales of pay, may draw house-rent allowance at rates similar to and admissible to those drawing pay upto Rs. 1,000/- per month without producing any rent receipt/rental value certificate. For any higher claims from those drawing pay above Rs. 1.000/- per month production of rent receipts or assessment document/rental value certificates (on which Municipal/local bodies taxes are paid) shall be necessary. In such cases one may draw House Rent Allowance in excess of the amount by which the rent actually paid or the rental value of the premises, as the case may be, exceeds ten per cent of pay, subject to the ceiling prescribed in paragraph-2 above.

Para 3(d)—read "As an exception to sub-para (b) (ii) and (b) (iii) of this paragraph, teachers/non-teaching employees drawing pay upto Rs. 1,000/- per month shall be eligible for house rent allowance in terms of para 2 above, even if they share accommodation allotted to other teachers/non-teaching employees excluding those mentioned in (c) above or private accommodation of other teachers/non-teaching employees including those mentioned in c (ii) and (iii) above, subject only to the condition that they pay rent or contribute towards rent or hourse or property tax but without reference to the amount actually paid or contributed.

Para 3 (d)—last sentence—read "A teacher/non-teaching employee living in his own house or in a house owned by a Hindu undivided family in which he is a co-partner and whose pay does not exceed Rs. 1,000/- per month will be entitled to draw house-rent assessed by the municipal authorities.

*Para 3(d) Note—add—"Provided that in a case where both the husband and the wife are teachers/non-teaching employees or one of them is a teacher/non-teaching employees and the other support is an employee of the State Govern-

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Comment : * Formerly a teacher or a non-teaching staff drawing the pay of Rs 750/- per month was entitled to house-rent allowance without any reference to production of any certificate of rent or rental value. But the ceiling was raised to Rs 1000/- as basic pay for getting house rent allowance.

Comment : * Where husband and wife are both teachers or one of them is a non-teaching staff, or an employee of State/Central Govt./or any local body and if their respective pay is limited within Rs. 500/- per month both of them will be entitled to H/R allowance as per rules. Hence, both husband and wife will have to submit a declaration to the authority about their respective pay for determination of H/R allowance. —Editor

ment/Central Government/Public Undertakings/Local Bodies etc. and both of them draw pay upto Rs. 500/- each per month, house rent allowance will be admissible to both of them. In a case where either the husband or the wife or both of them draw pay above Rs. 500/- per month, house rent allowance will be admissible either to the husband or to the wife, whichever is favourable to them."

This order issues with the concurrence of the Finance Department vide their U.O. No. Group-P-4904 dated the 23rd December, 1981.

The Accountant General, West Bengal and the Pay and Accounts Officer, Calcutta, Pay and Accounts Office are being informed.

Sd/- Illegible
Deputy Secretary.

GOVERNMENT OF WEST BENGAL

Secretary Education Department

No. 59-G.A.

Dated, the 16th January, 1982

From : The Director of Secondary Education, West Bengal

Sub : Revision of pay scales and fixation of pay of Approved teaching and non-teaching employees of Government aided Secondary Institutions.

Ref. : Government Order Nos. 372 Edn. (S) dated 31.7.81 and No. 492(6)- Edn (B) dated 26.10.81 and this office Nos. 2081-GA dated 11.12.81& 1-GA dated 2.1.82.

With reference to the Subject mentioned above a meeting was held on 4.1.82 in presence of Minister-in-charge of Education (PS), Special Secretary, Dy. Secretary (Budget Branch), Dy. Secretary (Secondary Branch) Education Department, Director of Secondary Education, West Bengal, Dy. Director of Secondary Education (GA) and some other officers of the Education Department and Directors for discussion about certain points raised by this office and submitted to the Education Department for clarification in the chamber of the Hon'ble Minister-in-charge of Education (Primary & Secondary), Government of West Bengal. The following points as discussed, clarified and decided are detailed below. Education Department is requested to kindly confirm.

Points	Clarifications Decided
1. What will be the scale of pay of :	
(a) Librarians with Graduates Degree and certificate in Librarianship.	(a) It was decided that under-graduate scale of Pay Rs. 300-695/- will be admissible.
(b) Part-time non-Matric Craft teachers with some sort of training absorbed as work Education assistants in terms of G.O. No. 1205-Edn (S) dated 29.12.79. the scale of pay of such type of work Education Assistant was Rs. 200-5-250/-	(b) It was decided that scale of pay will be Rs. 300-685/-

(c) Teachers having Degree in Engineering Appointed in Technical stream of erstwhile H.S. sections now converted X or XII Class Institutions.

(c) Scale No. 17 of the Annexure II of the G.O. No. 372 Edn(B) dated 31.7.81 will be admissible.

(d) Teachers having nine months' contents course trained in Science Education.

(d) Corresponding revised scale of pay will be admissible. (Those type of teachers appointed in erstwihle H.S. Sections of Secondary Schools as subject teachers and receiving Hons. graduate scale of pay will get the corresponding revised scale of pay. But those type of teachers if working in X Class High School with Pass Graduates' Scale of pay will get the corresponding revised scale of pay).

(e) Asstt. Head Masters/Asstt. Head Mistresses of High/Higher Secondary Schools.

(e) Pay as teacher according to qualification and Special Pay of Rs. 75/-.

(f) Teachers having intermediate qualifications (I.A., I.Sc. etc).

(f) State of pay of Rs. 300-685/- will be admissible.

(g) Matric with Kobid.

(g) Scale of pay Rs. 300-685/- will be admissible.

2. Whether the content of the G.O. No. 772-Edn (S) dt. 8.7.74 in which the number of posts admissible for higher scale of pay was earmarked may be treated as redundant on introduction of this scheme.

2. Though the staff pattern will remain operative but relevant portion of the G.O. earmarking the maximum number of admissibility of allowing higher scle of pay for teachers placed in Language group and Science & Math. group would stand modified, Deptt. may kindly issue modified order.

3. Whether the minimum prescribed qualification and experience required for appointment as Headmasters/Headmistresses, Asstt. Headmasters/Asst. Headmistresses of Jr. High/High/Higher Secondary Schools as laid down in earlier Education Deptt's Memo still stand.

3. Earlier Education Deptt's order prescribing the minimum essential qualifications and experience for the requirement of the posts mentioned still stand until modified.

4. Whether the existing teachers who have improved their qualifications relevant to their teaching subjects will get the higher scale of pay on qualification basis without any restriction.

4. Subjects relevant to their teaching will mean the subject included in the group (Language group /Sc. & Math. Group/Social Sc. Group etc.) in which a teacher was appointed. No. specific instruction regarding workload is imposed. Teachers desirous of improving qualifications in future may do so on receipt of prior permission only relevant to their teaching subject from Direcrtorate/Employer.

5. Whether the existing teachers of Secondary Schools who have improved their qualifications not relevant to their teaching subjects will be allowed higher scale of pay even prior to introduction of the revised scale of pay if they have completed 5 yrs. teaching counting from the date of attainment of higher qualification prior to 1.4.81.

5. Higher scale of pay will be admissible from 1.4.81 or from any subsequent date on which 5 yrs. teaching counting from the date of attainment of qualification is completed provided the teacher opts to come under revised scale of pay.

6. Whether B.A./B.Sc. with distinction (in both part I and part II) will get two advance increments.

6. From 1.4.81 no such benefit will be extended.

7. Whether the incumbents will get the benefits of two advance increment after acquiring D.E.L.T. diploma.

7. From 1.4.81 no such benefit will be extended.*

8. Whether the special allowance of Rs. 35/- of the underqualified approved Asstt. Headmasters/Asstt. Headmistresses will be included in the grade pay for fixation or the spl. allowance will be increased or redesignated as special pay.

8. Underqualified approved Asstt. Headmasters/Asstt. Headmistresses will get qualification pay plus special pay of Rs. 75/- instead of Rs. 35/- as Spl. allowance as enjoyed earlier.

9. Whether the service of teachers from 60 years to 65 years for certain categories will be on extension basis from year to year, though it has been laid down in the 3rd para of col. 6 of the G.O. No. 372 - Edn (B) dt. 31.7.81 that certain categories of teachers will retire after completion of 62 years/65 years.

**9. Service of teachers from 60 year to 65 years will be on existing terms and conditions.

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* The order has been revised.

** Extension of service, after superannuation i.e. 60 years, upto 65 year on year to year basis, has been allowed under revised rules pending final decision of the Appeal by the West Bengal Govt. at the Calcutta High Court, Vide No. $\frac{81-Edn(B)}{1M-3/82}$ dt 31st.March, 1986. —Editor

10. Whether the approved non-teaching employees of all Govt. aided institutions shall retire after completion of 60 years of age.

10. The cases of extension of services of approved non-teaching employee of Govt. aided institutions lying pending at the D.I. of schools (SE)/ Directorate office may be disposed of on its own merit.

11. Whether the pay of the approved Headmasters/Headmistresses of High-Higher Secondary School will be fixed at Rs. 940/- higher initial or is there any condition for getting higher initial start ?

11. There is no such condition for getting higher initial start. All approved Headmasters/Headmistresses of High/Higher Secondary Schools will be entitled to the higher initial pay at Rs. 940/-.

12. Of late in terms of G.O. No. 261 (2)-Edn/P. dt. 7.4.81 approved teaching experience in Primary School counts towards calculation of pension of the staff of non-Govt. Secondary Schools. Whether approved teaching experience in Primary School would be taken into account in calculating two teaching experience of a teacher in non-Govt. aided Secondary Schools towards fixation of pay in the revised scale.

12. Approved teaching experience in Primary Schools would not be taken into account in calculating the total teaching experience of a teacher in non-Govt. Secondary Schools towards fixation of pay in the revised scale.*

13. The determining factor relating to the term "subject teacher" in case of teachers working in Jr. High Schools/ Sr. High Madrassahs should be clarified explicitly.

13. Existing approved teachers with higher qualifications will get higher scale of pay if their qualifications are relevant to teaching subjects within the prescribed syllabus/subjects taught in Jr. High/Jr. High Madrasahs.

14. Underqualified approved Headmasters/Headmistress where in receipt of working allowance 1/5th of their basic pay according to his/her qualification with some limitations. It may be confirmed whether the same rule would be applicable in case of underqualified approved Headmasters/Headmistresses opting to come under the revised scale of pay from 1.4.81 or from any subsequent date.

**14. Underqualified approved Headmasters/Headmistresses will get qualification pay plus 20% working allowance provided the total amount does not exceed the initial pay of the Headmasters/Headmistresses scale of pay.

Note.* Teaching experiences will not be counted towards appointment in a Secondary School for the post of Asstt. teacher/Asstt. Headmaster or Headmaster/Headmistress or towards fixation of pay. However teaching experience may be counted in the case of calculation the period of pension.

'Subject teacher' means the teacher grouped according to staff pattern. —Editor

15. Whether the rural allowance as enjoyed by the trained teachers will be added to their grade pay at the time of fixation of their pay in the revised scale or if it would continue as usual on terms of conditions on which it was sanctioned.

*15. Rural allowance will continue on the original terms and conditions of the relevant G.O.

16. Whether P.F. deduction can be made on the special pay granted to Headmasters/Headmistresses of Jr. High/ High/Higher Secondary Institutions.

16. Necessary P.F. deduction will be made as usual.

17. Whether incremental benefits can be accorded to newly appointed untrained teachers of H.S. sections on completion of one year's service.

17. Incremental benefits may be extended to those types of teachers after completion of one year's service. Higher Secondary Council may kindly be moved to issue necessary changes in their relevant order.*

18. As per sub-clause 2 of the G.O. No. 492(6)-Edn. (S) dated 26.10.81 an employee of non-Govt. Secondary institutions whose pay fits in any of the revised scale from 1 to 13 and who has completed 10 yrs. service has been allowed one addl. increment in the revised scale of pay. Again as per sub-clau se 3 (a) an employee whose pay fits in same scale of pay but has completed 20 yrs. service has been allowed one addl. increment. Does it means that such employees who has completed 20 yrs. service will get one more increment over and above the addl. increment allowed as per Clause 7.

18. One increment will be allowed but no addl. increment over and above the addl. increment as per clause 2.

Note. ** Underqualified persons working/acting as the Head of the Institution without any approval has been recognised as 'Teacher-in-charge ' to act till retirements or resignation with pay and allowances as an assistant teacher plus special pay of Rs 75/- as clarified later on.

* Should an incumbent drawing rural allowance be allowed to draw House Rent Allowance any further ?

Ans. : No, as per order $\frac{721(6)G.A.}{3B\text{–}58/82}$ dt. 21.6.83.

x* Already decided. Explanatory notes of the Ed. Deptt. No.17.

x* Formerly incremental benefit to untrained teachers was allowed to existing teachers i.e. who were on service upto 31.3.1981. But asper clarification ofitem No.17 as above,incremental benefit has been admitted by the Director of Secondary Education. It is reported to us by affected teachers that the Dist. Inspector of Schools (S.E) of some districts are still hesitating towards implementation of the revised order. —Editor

19. Whether the Librarians appointed in any Higher Secondary Instns. having Graduate Degree with Diploma qualifications would be entitled to the revised scale of pay of Rs. 500-900/-.	19. No decision was arrived at Deptt. may kindly decide and inform.*
20. Whether the manner of fixation of pay of an employee of non-Govt. aided institution entitled to get the next higher scale of pay has been finalised. If so, the same may kindly be intimated early.	20. No such order has been issued.
21. Last date of exercising option was 31.1.82. Whether the date will be extended up to 31.3.82.	21. It was decided that the date would be extended up to 31.3.82.

The above decisions may be confirmed where decisions were arrived at or clarified : where no decision were arrived at very early as Directorate will have to communicate the decision of the Government to the District Inspectors who are not in a position to the schools in time.

An early intimation is solicited.

Sd/- R.Das Gupta
Director of Secondary Education, West Bengal.

EXPLANATORY NOTE OF THE EDUCATION DEPARTMENT ON FIXATION OF PAY

(a) The Scale of Rs. 300-685/- will be admissible as allowed to Matriculates with certificates in Librabrianship.

(b) The revised scale for Part-time non-Matric Craft Teachers with some sort of training absorbed as Work Education Assistant in the un-revised scale of pay of Rs. 205-260/- has been proposed as Rs. 300-685/-. This Deptt. feels that the revised scale of Rs. 260-537/- (Revised scale for Non-Matric Primary Teachers) would be more justified. However, the case may be taken up with Finance Department.

(c) There was separate unrevised scale of pay for Teachers having Degree in Engg. appointed in technical stream of erstwhile Higher Section of Schools now converted to Class X or Class XII institutions. The scale of pay of teachers having Diploma in Engg. was Rs. 350-15-410-20-650-25-800/- (personal). They may draw pay in the scale of Rs. 425-1050/- as granted to Diploma holders.

(d) As proposed.

(e) As proposed.

(f &g) The scale of Rs. 300-685/- for trained Matriculates will be admissible. Necessary amendments may be inserted in Annexure I in suitable places of the relevant Govt. Order in due course.

2. G.O. No. 722 Edn. (S) dated 3.7.74 may be treated to have been amended

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* Already given effect to. Further with Master Degree qualification shall start with two advanced increments. —Editor

subject to the not appended to Annexure I of Govt.Order No. 372-Edn (B) dt. 31.7.81 under the caption Sponsored/ Govt. aided Secondary Schools up to Class XII standard.

In this connection para 4 of Govt. Order No. 372 Edn (B) dt. 31.7.81 may be seen. The Staff Pattern will remain operative for future entrance.

3. As proposed
4. As proposed
5. As proposed
6. As proposed
7. As proposed
8. Special allowance of Rs. 35/- of the underqualified Approved Asst. Head-master/Asst. Headmistress shall not be merged in basic pay. The special allowance shall be treated to have been increased to Rs. 75/- and redesignated as special pay.
9. As proposed.
10. The non-teaching employees who opt. for the new scale shall not be retained in service beyond 60 years. If however they were on extension on the date of issue of Govt. Order No. 372 - Edn. (B) dt. 31.7.81 they would remain in the existing unrevised scale of pay according to old conditions of services if they so desire.
11. As proposed.
12. As proposed
13. As proposed
14. Under-qualified approved Headmaster/Headmistress will be allowed revised scale of pay of Asst. Teacher of qualification basis plus working allowance at the rate of 20% of pay subject to the condition that the total does not exceed initial pay of Headmaster/Headmistress in the revised scale i.e. the total pay including working allowance shall not exceed Rs. 940/-.
15. An order in this respect is being issued separately.
16. As proposed.
17. Incremental benefit may be extended for 5 years.
18. As proposed.
19. The scale should be Rs. 425-1050/- as per entry under the caption Library staff in Sponsored/Aided Educational Institution (The relevent portion may be seen against the revised scale for Librarian in Schools and training institutions for Primary teachers.)
20. Order is being issued separately.
21. This may be extended up to 31.3.82.

The Finance Deptt. have already been moved in this matter.

GOVERNMENT OF WEST BENGAL
Education Department, *Budget Branch*

No. 104(6)-Edn (B)

Dated Cal, the 11th March, 1982

Sub: *Grant of Dearness Pay to the employees of non-Govt. educational institutions w.e.f. 1.4.81.*

Ref: G.O. No. 390/6-Edn(B) dated 18.8.1981.

The undersingned is directed to say that, after careful consideration of the recommendations of the Second Pay Commission, the Governor is pleased to direct that the teaching and non-teaching staff of the aided/sponsored educational insitutions as shown in the Annexure I will get Dearness Pay at the rates shown in the margin w.e.f. 1.4.81 and until further orders on the following terms and conditions :

Pay per month	Rate of Dearness pay of month
Upto Rs. 229	Rs. 31/
Rs. 230-350	Rs. 32/
Rs. 351-650	Rs. 34/
Rs. 651-1475	Rs. 39/
Rs. 1476	Rs. 24/
Rs. 1499	Rs. 01/
Rs. 1500 and above	Nil

This element of Dearness Pay will form a part of Dearness element already sanctioned to such employees w.e.f. 1.4.81. and 1.8.1981 (i.e. there will be no change in the total amount of Dearness element allowed to such employees w.e.f. 1.4.81). The only benefit that will accrue on account of this Dearness Pay is that this will be taken into account for the purpose of Calculation of House Rent Allowance when such employee will come under the Revised scale of pay w.e.f. 1.4.1981.

GOVERNMENT OF WEST BENGAL
Education Department, *H.S. Branch*

No. $\frac{17-\text{Edn (HS)}}{35-60/81}$ Dated Calcutta, 18th March, 1982

From : Sri S. Ghosh (Deputy Secretary to the Government of West Bengal)

To : The Director of Secondary Education, West Bengal.

Sub : Appointment of Librarians in the State Government Sponsored or aided Secondary Schools upto Class XII standard.

Ref : Government order No. 372 - Edn (B) dated 31.7.81.

The undersigned is directed by the order of the Governor to say that all recruitments to the post of Librarians, in future, in the institutions mentioned above should be from Graduates with Diploma in Library Science (Pay scale 550-900). No higher qualifications should be considered.*

Necessary instructions may please be issued to all concerned.

Sd/-S. Ghosh (Deputy Secretary)

GOVERNMENT OF WEST BENGAL
Education Department, *Budget Branch*

Dt. Cal, the 7th April, 82.

Sub : Grant of Dearness pay to employees of non-Govt. Educational Institutions with effect from 1.1.82.

Note. * The order has been revised.

Ref : 104(6)-Edn. (B) dated 11.3.82

The undersigned is directed by order of the Governor to say that the Governor is pleased to direct that the following amounts of Dearness Elements sanctioned from time to time to the teaching and the non-teaching staff of the aided/sponsored educational institutions as shown in the Annexure shall be treated as Dearness pay with effect from 1.1.82 and will be treated as pay :

(i) Staff (teaching/non-teaching) drawing basic pay upto Rs. 300/- p.m. 36% of basic pay.

(ii) Staff (teaching/non-teacing) drawing basic pay more than Rs. 300/- p.m. 27% of basic pay subject to a minimum of Rs. 108/- p.m. and a maximum of Rs. 243/- p.m.

The existing Dearness pay of Rs. 31/- p.m. to Rs. 39/- sanctioned in the Education Department's order No. 104(6)-Edn (B) dt. 11.3.82 shall not be drawn in addition to the Dearness pay sanctiond in para I above.

The charge involved will be debited to the appropriate head under Non-plan budget under "277 .....ELducation (excluding Sports and Youth welfare)" /"278 Art & Culture" in the current financial year, where necessary funds will be provided by re-appropriation or otherwise shortly.

Sd/- Deputy Secretary

GOVERNMENT OF WEST BENGAL

Education Department, *Budget Branch*

Dt. Cal, the 14th April, 82.

Sub : *Revision of the scales of pay of under graduate teachers of Secondary Schools and non-matric library assistant of Town Library.*

Re : G.O. No. 372-Edn (B) dated 31.7.81.

The undersigned is directed by order of the Governor to say that the Governor is pleased to direct that the undergraduate teachers, i.e. teachers having I.A., I.Sc., I.Com., B.A. Pt. I, B.Sc., Pt.I, B.Com.Pt. I as their qualifications, of the Secondary School (Jr. & High and Higher Secondary) including Madrashas will be entitled to draw pay in the revised scale of 300-10-400-15- 565-20-685/- plus usual allowances with effect from 1.4.81.

The Governor is further pleased to direct that the Non-Matric Library Assistant of the Town Libraries will be entitled to draw pay in the revised scale of pay of Rs. 280-8-304-10-394-12-442- 15-577-20-617/- plus usual allowances with effect from 1.4.81.

The principles laid down in G.O. No. 492(6) Edn(B) dt. 26.10.81 should be followed in regard to the fixation of pay of the incumbents of the above posts.

The incumbents of these posts will exercise option within the specified date sanctioned by Govt. from time to time.

The charge will proceed against the appropriate head in the Non-Plan and Plan Sector of the "277-Edn (Excluding Sports and Youth Welfare)" budget.

Sd/- Deputy Secretary

GOVERNMENT OF WEST BENGAL

Education Directorate

Grant-in-Aid Section

No. 554-(16)-GA

Dated Calcutta, the 7th May 1982.

To : The District Inspector of Schools (SE)..............

Sub : *Revision of pay scale and fixation of pay of approved teaching and non-teaching employees of Govt. aided Secondary Institutions.*

Ref : This office No. 59-GA dated 16.1.82

In continuation of this office No. 59-GA dated 16.1.82 the undersigned has to enclose herewith some other decisions arrived at the meeting held in the Chamber of the Hon'ble Minister-in-charge of Education, (Primary and Secondary), Govt. of West Bengal, for his information and guidance. He is requested to follow the guidelines for the present pending receipt of formal orders from the competent authorities.

Sd/- Illegible

for Director of Secondary Education, West Bengal.

DECISIONS

(1) Service conditions of non-teaching employees and extension of services of non-teaching employees of non-Govt. aided secondary institutions.

Extension cases of non-teaching employees who have completed 60 years, if any, may be forwarded to the undersigned at the earliest.Though their option to come under the revised scale of pay in terms of G.O. No. 492(6) Edn. (B) Dated 26th October, 1981 will not be accepted till any modification in respect of their exercising option are effected they will receive an ad-hoc benefit of Rs. 125/- per month (class IV staff) and Rs. 175/- per month (clerk) from 1.4.81 over and above their pay and other admissible benefits in respect of their un-revised scale of pay on the basis of the undertaking to be given by them agreeing to refund the amount, if required.

(2) Pay scale for teachers having intermidiate qualifications.

It was further decided that though scale for such type of teachers was communicated to the District Inspector of Schools (SE) vide Secondary Education Directorate's No. 59-GA dated 16th July, 1982
as Rs. 300 to 685/- but scale No. 8 of the Annexure 2 of the G.O. No. 372-Edn. (B) dated 31st July, 1981 is under active consideration of the Government. Incumbents may be fixed in the prescribed pay scale for the present.

(3) Interpretation of Sub-Rule 3(b) of Rule No. 3 of G.O. No. 492(6) Edn. (B) dated 26th October 1981.

Teachers whose pay fits in any of the revised scale of pay shown in serial No. 14 and above and who is not on a pay scale higher than the existing pay scale of 475/- to 1150/- and who has completed 20 years service but has not got any promotion in his/her service life initial pay of such an employee shall first be fixed in the manner provided in clause (a) or clause (b) or Sub-Clause (1) of the G.O. No. concerned and then such pay shall be finally fixed after granting one additional increment in the revised scale of pay.

(4) Meaning of greater Calcutta in Rule 2 of the G.O. No. 475 Edn. (B) dated 17th October, 1981.

Teachers and Employees under the C.M.D.A. area may be provisionally awarded 15% H.R.A.

(5) Meaning of Block Head Quarters in Rule 2 of the G.O. No. 475-Edn. (B) dated 17th October, 1981.

Block Head-quarters will mean the area of the town and the village in which the concerned block office is situated.

GOVERNMENT OF WEST BENGAL
Education Department, *Budget Branch*

No. 401-Edn (B)

Dated Calcutta, the 7th September, 1982.

Sub : *Revision of pay scales of the Craft Teacher of the State Government sponsored / Aided Schools upto Class XII Standard.*

Ref : Govt. Order No. 372-Edn. (B) Dated 31.7.82.

The undersigned is directed by order of the Governor, to say that the Governor is pleased to direct that Craft Teacher, attached to the State Government Sponsored/ Aided Schools upto Class XII standard, having Matriculation with two years training certificates as their qualification, will be allowed to draw pay in the revised scale of Rs. 360-10-400-15-520-20-740-25-815/- plus admissible allowances with effect from 1st April, 1981 or from any subsequent date on which they exercise their option.

The principle laid down in Goverment order No. 492 (6) Edn. (B) dt. 26th October, 1981, regarding fixation of pay in the revised scales of pay should be followed in these cases.

The conditions laid down in paras (4), (5) and (6) of the Govt. Order No. 372 Edn. (B) dt. 31st July, 1981, should also be followed in this case.

The charge will proceed against the appropriate heads in the Non-Plan/Plan Sector of the "377 - Edn (Excluding Sports and Youth Welfare) Budget."

This Order issues with the concurrences of the Finance Department vide their U.O. No. Group B/1498 dt. 14th July, 1982.

Sd/- Deputy Secretary

GOVERNMENT OF WEST BENGAL
Education Department, *Budget Brach*

No. 407(6)–Edn(B) / IM – 49/82

Dated Calcutta, the 14th September, 1982.

From : Shri T.H. Sengupta, I.A.S.,
Deputy Secretary to the Government of West Bengal.

To : The Director of Secondary Education, West Bengal.

The undersigned is directed to refer to the sub-para (2) of para 5 (benefit of next higher scale of pay in certain contingency) of the G.O. No. 492 (6) Edn. (B) dated 26.10.81. and to say that the Governor is pleased to direct that with effect from 1.4.81 the pay of such a teaching and non-teaching staff of the non- Government/ Sponsored/aided Educational Institutions and other organisations including the employees of the District School Boards in such next higher scale of pay shall be fixed at the next higher stage or pay drawn in the lower scale, the date of next increment remaining the same as it would have been in the lower scale.

This order issues with the consent of the Finance Department vide their U.O. No. Group B/1720 dated 13.9.82.

All concerned have been informed.

Sd/- T.H. Sengupta *(Deputy Secretary)*

GOVERNMENT OF WEST BENGAL
Education Department
Grant-in-aid Section

No. $\frac{721(6)GA}{3B-58/82}$ Dated, the 21.6.1983

From : The Director, Secondary Education, West Bengal.

To : The District Inspector of School (S.E.)................

Sub : Admissibility of House Rent Allowance @ 15% of the basic pay in terms of Govt. Order No. 475 - Edn.(B) dt. 17.10.81.

In connection with the subject mentioned above the undersigned has to state that the teaching and the non-teaching staff of the Secondary schools located in the compact urban agglomerated area with population of two lakhs and above are entitled to House Rent Allowance @ 15% of the basic pay subject to maximum amount of Rs. 175/- and a minimum amount of Rs. 30/- per month with effect from 1.4.81. in terms of Govt. Order No. 475-Edn. (B) dt. 17.10.81 But Rural Allowance,* if any, having enjoyed by the trained teachers of the Secondary schools of that area should be discontinued forthwith.

Sd/- Illegible
for Director of Secondary Education, West Bengal

GOVERNMENT OF WEST BENGAL
Education Department
Budget Branch

No. $\frac{304(6)-Edn.(B)}{IM-1/82}$ Dated Calcutta, the 21st June, 1983.

From : Sri M.M. Sinha Roy, I.A.S,
Deputy Secretary to the Govt. of West Bengal.

Sub : Fixation of pay of the teaching and non-teaching employees of Educational Institutions in the revised scale of pay.

In continuation of the Education Department G.O. No. 492 (6)-Edn. (B) dated 26.10.81, the undersigned is directed by order of the Governor to say that the Governor is pleased to direct that :

(a) With effect from 1.4.81 and until further orders, all wholetime employees (both teaching and non-teaching) of the aided/sponsored Educational institutions including the staff of sponsored/aided libraries and the District School Board situated in the hill section of Darjeeling District, i.e. in the Sub-Division of Kurseong, Darjeeling and Kalimpong of the district, drawing pay up to Rs. 1250/-, shall draw winter allowance at the uniform rate of Rs. 300/- per annum.

(b) The teaching and non-teaching staff of the aided/Sponsored/Non- Govt. educational institutions shall be allowed to draw Hill Compensatory al-

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Note.* Rural allowance and House rent allowance is not admissible to an incumbent at the same time. —Editor

lowance at the existing rate even after they opt to come under the revised scales of pay.

(c) Pay of teachers of non-Govt./Sponsored/aided educational institutions who will enjoy a lift in the scale for their improved educational qualifications shall be fixed in the following manner :—

(i) If the existing pay is lower than the minimum of the Higher Scale, the pay shall be fixed at the minimum of the higher scale.

(ii) If the pay in the lower scale exactly fits in at stage of the higher scale, the pay shall be fixed there and date of next increment will remain unchanged.

(iii) If the pay in the lower scale does not fit in at any stage of the higher scale, the pay shall be fixed at the next higher stage of the higher scale and the date of next increment will remain unchanged.

(d) Lift in the scale for acquiring improved qualification and grant of higher scale of pay on the basis of experience/length of service shall not be treated as "promotion for the purpose of fixation of pay in the revised scale of pay or for the purpose of appointment in the higher scale of pay on completion of 18 years continuous service counting from the date of first enterning into service.

This order issues with the concurrence of the Finance Department vide their U.O. No. Group J/555 dated 20.6.83. All concerned have been informed.

Sd/- M. M. Sinha Ray
Deputy Secretary

GOVERNMENT OF WEST BENGAL

Education Department, *Budget Branch*

No. 403(2) – Edn.(B) / IM – 52/83 — Calcutta, the 7th Sept. 1983

From : M. M. Sinha Roy, I.A.S.,
Deputy Secretary to the Government of West Bengal.

The undersigned is directed to say that in terms of G.O.No. 3416-Edn.(D) dated 22.6.65 read with G.O. No. 1620-Edn. (S) dated No. 16.10.73, the teachers of Govt. and aided Secondary Schools, who would successfully complete the training course at the Institute of English, Calcutta, have been allowed, under certain terms and conditions, to draw two increments in the respective scales of pay from the date of resuming their duties in the respective institutions. Now a question has been raised whether the above benefit will still be allowed after introduction of the revised scales of pay, i.e. after 1.4.81.

After careful consideration, the Governor is pleased to direct that the teachers

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Note. By this Govt. order Teachers having diploma in D.E.L.T will be allowed to draw two increments on their pay upto December, 1983 for their training on deputation. Does it mean that the Govt. has lost its confidence on the utility of providing any further training? However, in the later Circular No. 171 – Edn.(B) / 1M – 65/83 dt. 15th May, 1984 D.E.L.T. teachers holding such diploma upto 31.3.81 have been admitted to refixation with incremental benefit. But what about those teachers who have got D.E.L.T training after 1.4.81 or those who would secure Diploma in future ? —Editor

who have been sponsored/deputed by their respective institutions for undergoing the above training course up to the session ending on or before December, 1983 will get the benefit of two increments under existing terms and conditions, even if they have opted from 1.4.81.

The Governor is further pleased to order that such financial benefit will not be granted to those teachers who would be deputed for such training course, commencing from on or after January, 1984 and onwards.

Sd/- Illegible
Deputy Secretary

GOVERNMENT OF WEST BENGAL
Education Department, *Budget Branch*

Dated Calcutta, the 13th September, 1983

No. 409–Edn(B) / IM–45/83

From : Shri M. M. Sinha Roy I.A.S.,
Deputy Secretary to the Government of West Bengal.

To : The Director of School Education, West Bengal.

Sub : Revision of the scales of pay of under-graduate teachers of Secondary Schools.

In partial modification of the G.O. No. 171 (3)-Edn. (B) dated the 14th April, 1982, the undersigned is directed by order of the Governor to say that the Governor is pleased to direct that the under-graduate teachers, i.e. teachers having I.A., I.Sc., I. Com., B.A. Part-I, B.Sc. Part I and B Com. Part-I as their qualifications of the Secondary Schools (Junior, High and Higher Secondary) including Junior / High Madrassahs will draw pay in the revised scales of Rs. 360-10-460-15-520-20-740-25-815/- plus usual allowances with effect from 1st April, 1981.

This order issues with the concurrence of the Finance Department vide their U.O. No. 782 Group J. dt. 3.9.83.

All concerned have been informed.

Sd/-Illegible
Deputy Secretary

GOVERNMENT OF WEST BENGAL
Education Department, *Budget Branch*

Dated Calcutta, 13th Sept. 1983

No. 408(3) – Edn.(B) / IM–45/83

From : Shri M. M. Sinha Roy, I.A.S.,
Deputy Secretary to the Govt. of the West Bengal.

Sub : Fixation of pay of the teaching and non-teaching employees of the educational institutions in the revised scales of pay.

Note. Pay scale of under-graduate teachers have been revised. I.A., I.Sc. I.Com., B.A./B.Sc./B.Com.(Part I) have been admitted to new scale of pay. But Class XII passed persons who are equivalent to I.A./I.Sc/I.Com/ in qualifications, appointed in a Junior High or Jr. Madrasah have not been taken into consideration. —Editor

In partial modification of sub-clause (2) of para 3 of the G.O. No. 492 (6)-Edn. (B) dated the 26th October, 1981 on the above subject, the undersigned is directed by order of the Governor to say that the Governor is pleased to direct that the initial pay of the teachers of the non-Government educational institutions, as shown in the margin having B.A. (Hons). /B.Sc (Hons.)/B.Com. (Hons) M.A./M.Sc./M. Com. as their qualification, who were in service on the 31st March, 1981 shall on the date on which he / she is eligible to draw pay in the revised scales of pay sanctioned under G.O. No. 372 Edn. (B) dt. 31.7.91. be fixed in the following manner :-

(1) Govt. Sponsored and aided Secondary Schools, Higher Secondary Schools and High Madrasahs.
(2) Govt. Sponsored and aided Jr. High Schools and Jr. High Madrasahs.
(3) Govt. Sponsored and aided institutions for the Handicapped.
(4) Govt. Sponsored and aided Training institutes for Primary teachers.

(a) For an employee as specified above whose pay fixed in any of the revised scales shown in Serial No. 15 & 16 of Annexure-II of the G.O. No. 372-Edn. (B) dt. 31.7.81 and who has completed 10 years of service on the date of exercising option, the initial pay of such an employee shall first be fixed in the manner prescribed in clause (a) or clause (b) of para 3 of the G.O. No. 492 (6)-Edn. (B) dt. 26.10.81 and such pay shall finally be re-fixed at the next higher stage of the revised scales of pay subject to the condition that no arrear claims of the teachers prior to 30.8.83 shall be entertained.

The order issues with the concurrence of the Finance Department vide their U.O. No. 782 Group J. dt. 3.9.83.

The Accountant General, West Bengal and the Pay & Accounts Officer, Calcutta have been informed.

Sd/- Illegible
Deputy Secretary

GOVERNMENT OF WEST BENGAL
Directorate of School Education
Grant-in-aid Section

No. 3083 G.A.

Dated, the 7th December, 1983

From : The Director of Secondary Education, West Bengal

Note. The above Govt. order provides that teachers with above standard of qualifications, who were in service on 31.3.81 will be entitled to one incremental benefit on completion of ten years services as Asst. Teachers. This benefit is also admissible to Asst. Headmasters with such qualifications, since they get Asstt. Teachers' scale of pay with effect from 1.4.81. It is curious that Heads of the Institutions have been deprived of any benefit of increment for 10 or 20 years teaching experience though the margin of differnce in the pay scales of Asstt. Teachers and Heads of the Institutions with equal qualifications lie in Rs 130/- only. Of course, new comers to the post of Headmasters have been given a good start, but the Govt. has perhaps, thought that only the young 'ones would render fruitful service, and not the old ones. —Editor

To : The District Inspector of Schools (S.E.) Calcutta

Sub: *Clarification in respect of Fixation of Pay in the revised scale of a teacher who has improved qualification not relevant to the teaching Subject.*

Ref : His office Memo No. 52/H dt. 17.3.83.

In reference to and on the above subject mentioned above the undersigned has to state that since it is clearly stated in the G.O. No. 372-Edn. (E) dt. 31.7.83 that higher scale of pay will be allowed with effect from the date on which the qualification is obtained, it is obvious that it should be counted with effect from the date of publication of the result in as much as qualification is obtained only when the result of the examination is published.

Sd/- A. K. Ray
Dy-Director of Secondary Education (G.A), West Bengal

GOVERNEMENT OF WEST BENGAL
Education Department, *Budget Branch*

No. 503 (3) - Edn. (D) Calcutta, the 23rd December, 1983.

From : Shri S. Ghosh
Deputy Secretary to the Government of West Bengal ;

Sub : *Fixation of pay of the Teaching Staff of the Non-Govt. Educational institutions in the revised scale (1981) of pay.*

In partial modification of para - 3 of the G.O. No. 492 (6)-Edn. (B) of 26.10.81 on the above subject, the undersigned is directed by order of the governor to say that Governor is pleased to direct that the pay of the graduate (Pass) teachers of the marginally noted Non-Govt. educational Institutions holding "distinctions" in graduation i.e. in B.A./B.Sc/ B. Com and who were in service on the 31st March, 1981 and whose pay has been fixed below 3rd stage in the revised pay scale i.e. below Rs. 480/- in the revised (1981) pay scale of Rs. 440/-1170/- shall on the date on which he/she is eligible to draw pay in the revised (1981) scales of pay sanctioned under the G.O. No. 372- Edn. (B) dated 31.7.81 be fixed in the following manner :-

(1) Govt. Sponsored and aided Secondary Schools, Higher Secondary Schools and High Madrasahs.
(2) Govt. Sponsored and aided Jr. High Schools and Jr. High Madrasahs.
(3) Govt. Sponsored and aided institutions for the Handicapped.
(4) Govt. Sponsored and aided Training institutes for Primary teachers.

The initial pay of an employee as specified above, who is entitled to the revised scale (1981) of Rs. 440-20-560-25-785-30- 875-35-1050-30-1170/- (Scale No. 12) shall first be fixed in the manner as laid down in para 3 of the aforesaid G.O. dt.

Note In the above Govt. circular, the Education Department admitted the improvement of qualification not relevant to the teaching subject for higher fixation of pay. But it has been reversed in the subsequent circular of 3rd Aug, 1984. —Editor

26.10.81 and such pay shall finally be refixed after granting one or two increments as the case may be on the said revised scale of Rs. 440-1170/- ensuring the such incumbents are allowed third stage benefit i.e. Rs. 480/- p.m. but not exceeding the same provided such distinction holder teachers whose pay have already been fixed at Rs. 480/- or above in the said revised (1981) scale will not be further granted additional increment over Rs. 480/- on the date on which he/she is eligible to draw pay in the said revised scale of Rs. 440-1170/-.

No arrear claims of the Distinction-holder teachers prior to the 31st August, 1983 shall be entertained.

This order issues with the concurrence of the Finance Department vide their U/O No.1046/Group-J dated 15.12.83.

The Accountant General, West Bengal and the Pay and Accounts Officer, Calcutta have been informed.

Sd/- S. Ghosh
Deputy Secretary

GOVERNMENT OF WEST BENGAL
Education Department, *Budget Branch*

No. 171-Edn(B) / IM-65/83 — Cal., the 15th May. 1984

From : Sri M. M. Sinha Roy, I.A.S.
Dy. Secretary to the Government of West Bengal.

To : The Director of School Education, West Bengal.

Sub : Fixation of pay of teachrs of Govt. and non-Govt. Secondary & Higher Secondary Schools having D.E.L.T.

In continuation of G.O. No. 403 (2)—Edn. (B) dt. 7.9.83, the undersigned is directed to say that the teachers of Govt. and Non-Govt./aided Secondary and Higher Secondary Schools, who successfully completed the training course at the Institute of English, Calcutta (DELT course) upto the session ending on or before Decemebr, 1983, were allowed to draw two increments in their respective scales of pay from the date of resuming their duties in the respective institutions.

It has now been reported that the Pay of some Junior teachers who have obtained such Diploma in English Language Training after 4.4.81 (i.e. after introduction of the revised scales of pay) has been fixed at a stage in the revised scales higher than the pay of those senior teachers who have obtained such Diploma prior to 1.4.81 (i.e. while they were in the unrevised scale).

In the circumstances, the Governor is pleased to direct that the pay of the teachers who have got such Diploma (D.E.L.T.) prior to the introduction of the revised scales of pay (w.e.f. 1.4.81) shall first to be fixed in the revised scale as per normal rules and such pay shall finally be fixed after granting one or two additional increments as the case may be on the said revised scale ensuring that such incumbents are allowed third stage benefit, i.e. at

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Note. * Pass course graduate who were in service on 31.3.81 would get higher start of Rs. 480/- who were getting less than Rs. 480/- on 1.4.81. —Editor

(i) Rs. 600/- for teachers having Post Graduate degree in the scale of Rs. 550-1400/- (Revised).

(ii) Rs. 540/- for teachers having Honours Degree in the scale of Rs. 500-1360/- (Revised).

(iii) Rs. 480/- for teachers having Pass Graduate Degree in the scale of Rs. 440-1170/- (Revised).

The teachers whose pay has already been fixed at the said stage or above, will not be granted any additional increment.

No arrear claim of such teachers prior to 1.5.84 shall be entertained.

This order issues with the concurrence of the Finance Deptt. vide their U.O. No. 301 Gr. J (PIC) dt. 4.5.84.

The Accountant General, West Bengal and the Pay & Accounts Officer, Calcutta Pay & Accounts Office have been informed.

Sd/- M. M. Sinha Roy (Deputy Secretary)

GOVERNMENT OF WEST BENGAL

Finance Department

Audit Branch

No. 6038-F Calcutta, the 22nd May. 1984.

MEMORANDUM

Sub : Compensatory House rent allowance.

Under the existing provisions as contained in para 6 of Finance Department Memorandum No. 1925-F dated 21.10.1944 as amended, read with Memorandum No. 46 - F dated 3.1.75, house rent allowance is admissible to both husband and wife so long as pay drawn by each of them does not exceed Rs, 500/- per month. The allowance is payable to only one of those when the pay of one or both exceeds Rs. 500/- per month.

2. The matter has been further reviewed by the Government and Governor has been pleased to decide, in supersession of para 6 of Memorandum No. 1925-F, dated 21.10.48 as amended, and memorandum No.

46-F, dated 3.1.75, as follows—

(a) (i) In a case where husband or wife is a State Government employee and the spouse is an employee either of the State Govt. or of the Central or any other State Govt. or of an undertaking of a Sate or Central Government or of an educational institution of a local body etc., the allowance at usual rate will be admissible to both of them without reference to the rent certificate provided the total pay of husband and wife taken together does not exceed Rs. 1000/- per month.

(a)(ii) If the total pay of the husband and wife taken together exceeds Rs. 1000/- per month, the allowance at usual rates will be admissible to both, the total H.R.A. drawn by them being subject to a maximum of 15% of pay of both husband and wife taken together or Rs. 275/-p.m. whichever is less. However, for claiming total H.R.A.

Note. * In view of the above circular, husband and wife working as school teachers will have to submit certificate of pay from the respective employer so as to ascertain that they are not getting house-rent allowance beyond limit. —Editor

at a rate higher than Rs. 150/- per month, rent certificate will have to be produced and in such case, the total H.R.A. shall be limited to the actual rent paid.

(b)(i) Where both husband and wife are State Govt. employees, both of them will furnish joint declarations to their respective Heads of Offices. Each Head of Office will determine the H.R.A. admissible to the Government employee under his control in accordance with the provisions contained in para 2(a) of this memorandum.

(ii) Where the husband or wife of a State Government employee is an employee of the Central or any other State Governemnt or of undertaking of a State or Central Govt. or of an educational institution or a local body etc., the State Government employee will submit a declaration jointly with his/her wife/husband to the concerned Head of Office, who will determine the H.R.A. admissible to the State Govt. employee in accordance with para 2(a) of this memorandum.

The declaration as mentioned above must be obtained by the head of offices in January and July of every year. All Heads of Offices should strictly ensure that no house rent allowance is drawn in respect of a Govt. servant from whom such declaration has not been received.

A model declaration form is enclosed.

3. In partial modification of para 10(a) of memorandum No. 1925-F, dt. 21.10.48 as substituted by memo. no. 11745-F dt. 19.11.82, the Governor is further pleased to direct that for the purpose of drawal of house rent allowance, documentary evidence will not be required upto basic pay, including special pay, if any of Rs. 100/- per month i.e the dearness pay will not be taken into account for this purpose unless house rent allowance is claimed on an account more than Rs. 1000/-

4. The Governor is also pleased to decide that in respect of employees occupying accommodation owned/leased or requisitioned by Government and paying a fixed per-centage or pay as house rent, house rent shall be deducted or their basic pay (including special pay, if any) only and D.P.shall not be taken into account for this purpose.

5. The other conditions for drawal of house rent allowance as contained in memorandum no. 1925-F, dated 21.10.48 as amended, shall apply.

6. This order takes effect from 1st April, 1984.

Sd/- P. K. Sarkar
Secy. to the Govt. of West Bengal
Finance Department

Declaration under para 2(b) of Finance Deptt.
Memo No. 6038-F, dt. 22.5.84 read with Memo
Nos. 1925-F, dt. 21.10.48 & 46-F dated 9.1.1975.

I hereby declare for the purpose or para 6 of appendix 20 of WBSR Part II that —

A. I AM NOT MARRIED

My wife/husband IS NOT IN SERVICE under the Govt. of India, or any State Govt. or any Govt. undertaking or any Statutory or Local Body, Educational Institution, etc.

OR

My wife/husband IS IN SERVICE and following are the particulars of her/his employment and pay etc. drawn by her/him.

(a) Name & address of her/his office.

(b) Present pay per mensum.

(c) House Rent Allowance

drawn by her/him per mensum.

B. HOUSE RENT PAID :

Date ....

Signature :
Name :
Designation :
Department :
Office :

Please strike out which is not applicable.

I hereby declare that the particulars given above are true.

Date ....

Signature of wife/husband of the Government employee.
Name :
Designation :
Department :
Office :

GOVERNMENT OF WEST BENGAL

No. $\frac{217-Edn(B)}{IM-39/84}$ Dated Calcutta, the 13th July, 1984.

Sub : Clarification in respect of grant of house rent allowance to the staff of non-Govt./aided/Sponsored Education Institutions/organisations.

In continuation of G.O. No. 475-Edn. (B) dt. 17.10.81 and No. 1963-Edn. (CS) dt. 29.12.81 read with G.O. No. 5-Edn. (B) dt. 1.1.82 the undersigned is directed by order of the Governor to say that the Governor is pleased to direct that the teaching/non-teaching staff of the non-Government/aided/sponsored educational institutions, whose spouse is an employee of a Private Firm where he/she is drawing house-rent allowance, or he/she has been provided with accommodation, will be allowed to draw house-rent allowance as per rules. Before sanctioning house-rent allowance a declaration may be obtained from the incumbent concerned.

This order issues with the concurrence of the Finance Department vide their U.O. No. Group B/1135 dt. 11.6.84.

The Accountant General, West Bengal and the Pay & Accounts Officer, Calcutta Pay & Accounts office have been informed.

Sd/- M. M. Saha *(Deputy Secretary)*

GOVERNMENT OF WEST BENGAL
Education Department (*Budget Branch*)

No. $\frac{233-Edn(B)}{5P-7/84}$ Dated Calcutta, the 30th July, '84

From : Shri M. Sinha Roy. I.A.S.
Deputy Secretary to the Govt. of West Bengal

To : The Director of School Education, West Bengal

Sub : Revision of pay scales of Assistant Teachers of Non-Govt. aided/Sponsored Jr. High/Secondary/Higher Secondary Schools and Jr. High /High Madrasahs.

In partial modification of the Govt. Order No. 372-Edn. (B) dated the 31st July, 1981 the undersigned is directed by order of the Governor to say that the Governor is pleased to allow the revised scale of Rs. 360-815/- to the Assistant teachers, having the marginally noted qualifications, attached to non-Govt./Aided/Sponsored Jr. High/High/Higher Secondary Schools including Junior High and High Madrasahs, with effect from 1.4.81.

(i) Matriculation with Kavyatirtha
(ii) Kavyatirtha with 5 years teaching experience.
(iii) Two recognised Sankrit Titles or equivalent with less than 5 years teaching experience.
(iv) Final Madrasahs Examination or equivalent passed.

The incumbents of the above mentioned posts who were in services on 31.3.81 shall be allowed to exercise option within 60 days from the date of issue of this order.

In the matter of fixation of their pay in the aforesaid revised scale, the principles laid down in Govt. Order No. 492(6) Edn. (B) dt. 26.10.81 shall apply mutatis mutandis.

This order issues with the concurrence of the Finance Department vide their U.O. No. Group B/1061 dt. 20.7.84.

The Accountant General, West Bengal and Accounts Officer, Calcutta have been informed.

Sd/- M. M. Sinha Roy
Deputy Secretary

GOVERNMENT OF WEST BENGAL
Grand-in-aid Section

No. 1467(16)GA / 4G – 771/80

Dated the 3rd August, 1984

Sub : Clarification in respect of fixation of in the revised scale of pay to existing (Prior to 1.4.81) teachers who improved their qualifications not relevant to the teaching subject.

Ref : This Office Memo No. 3083 G.A., dated 7.12.83.

In partial modification of this office Memo under reference the undersigned has to state that as per Note 2(b) of the Sub-Head "State Govt. Sponsored or Aided Secondary Schools upto Class XII stage" of Annexure I to Government Order No. 372-Edn. (3) dt. 31.7.81 all existing teachers who improved their qualification not relevant to the teaching subjects will be allowed higher scale on qualification basis after 5 years' teaching counting from the date on which higher qualification was obtained i.e. after 5 years' teaching counting from the date the publication of

the results. In the previous memo the clarification was given to the word 'obtained'.

Sd/- Illegible
Director of School Education, West Bengal

GOVERNMENT OF WEST BENGAL
Education Department, Budget Branch

No. 236-Edn(B) / 5P-37/83 Dt. Cal., the 6th Aug, 1984

From : Sri M. M. Sinha Roy, I.A.S.
Dy. Secy. to the Govt. of West Bengal

To : The Director of School Education, West Bengal

Sub : Revision of pay scales of the B.Com. (Old) passed Asstt. teachers of Jr. High School/Jr. High Madrasahs.

Ref : His U.O. No. 3252-Sc/G. dt. 16.9.83.

The undersigned is directed by order of the Governor to say that the Governor is pleased to direct that the teachers who passed the B.Com. examination of a recognised University and were appointed in non-Govt. / aided Jr. High School/Jr. High Madrasahs upto 24.12.66 may be treated as Honours Graduate for the purpose of the revised scales of pay introduced with effect from 1.4.81 (Vide G.O. No. 372-Edn. (B) dt.31.7.81).

The incumbents whose cases will be guided by the above condition and who were in service on 31.3.81 shall be allowed to exercise option within 60 days from the date of issue of this order.

In the matter of fixation of their pay in the revised scale the principles laid down in G.O. No. 492(6)-Edn. (B) dt. 26.10.81 read with G.O. No. 408 (3) Edn-(B) dt. 13.9.83 shall apply mutatis mutandis.

This order issues with the concurrence of the Finance Deptt. vide their U.O. No. Group B/1212 dt. 2.8.84.

All concerned have informed.

Sd/- M. M. Sinha Roy
Deputy Secretary

GOVERNMENT OF WEST BENGAL

Education Department
Secondary Branch

No. 860-Edn(S) / 5P-35/84 Dated Calcutta, the 31st August, 1984

From : Shri S. Ghosh,
Deputy Secretary to the Govt. of West Bengal

Note. * B.Com (old course) appointed as teacher upto 1966 have been allowed Honours Scale of pay with effect from 1.4.81 under revised scale of pay and allowances. But they have not been allowed to hold posts of Asstt. Headmaster/Headmistress as the case may be. —Editor

Sub : *Benefit of next higher scale of pay after completion of 18 years' continuous services.*

The undersigned is directed to invite a reference to the Director of School Education, West Bengal's Memo No. 1616 G. A. dt. the 29th August, 1984 on the subject mentioned above and to say that the benefit of next higher scale of pay as contemplated in para 5 of G.O. No. 492(6)-Edn (B) dt. the 26th October, 1981 and G.O. No. 407(6)-Edn (B) dt. the 14th September, 1982 is admissible to an employee from 1st April, 1981 or from any subsequent date on which he/she completes 18 years' continuous service from the date of his/her first entry into service.

Sd/- S. Ghosh *(Deputy Secretary)*

GOVERNMENT OF WEST BENGAL

No. 253-Edn(B) / IM.12/84 — Calcutta, the 17th September, 1984

Sub : *Revision of pay scales of the teachers of non-Govt. /aided/ sponsored educational institutions.*

The undersigned is directed to say that note 2(b) 2(c) of Annexure - I of the G.O. No. 372-Edn (B) dated 31.7.81 read thus :-

"2. (b) All existing Secondary School teachers who have improved their qualifications not relevent to their teaching subjects will be allowed the higher scale on qualification basis after five years' teaching counting from the date on which higher qualification was obtained.

2. (c) In future, Secondary School Teachers will be allowed higher pay scale on qualification basis only when they obtain such higher qualification in the subject relevant to their teaching appointment.

A question has been raised as to the date which may be taken into consideration regarding "obtaining higher qualification."

The Governor is now pleased to direct that the date of obtaining higher qualification will count from the date following the last date of examination both theoretical and practical—subject to the condition that the incumbent concerned comes out successful in the said examination. This principle will be applicable in the case of teachers appointed in High Schools, Jr. High Schools, Jr. and High Madrashas.

All concerned have been informed.

Sd/- M. M. Sinha Roy (Deputy Secretary)

Note. * Benefit of next higher scale of pay after completion of 18 years' continuous service has been extended to teaching and non-teaching staff of the school upto certain level, i.e Heads of the Institutions of Honours graduates of Master degree holders will not derive this benefit. However, a proposal of extending such benefit to others is under consideration of the High Court for final decision

.**Note.** *Clarification of " existing Secondary School teachers' mean teachers serving on and from 31.3.81. 'Not relevant' means subject or subjects which do not corroborate with the standard of approved staff pattern. Classification of 2 (c) tends to show that teachers for improving their qualification not relevant to their teaching subject as per staff pattern are not eligible for higher pay scale. Please consult Circular No.59 GA dt.16th January. 1982 of the Education Dept. Govt. of West Bengal. —Editor

GOVERNMENT OF WEST BENGAL
Education Department
Budget Branch

No. 257(3)–Edn.(B) / IM–45/83 Dated Calcutta, the 18th September, 1984.

From : Shri M. M. Sinha Roy, I.A.S.,
Deputy Secretary to the Govt. of West Bengal.

Sub : *Fixation of pay of the teaching staff of the non-Govt./aided/sponsored educational institutions.*

In continuation of the Government Order No. 408(3)-Edn.(B) dated 13.9.83, the undersigned is directed by order of the Governor to say that the Governor is pleased to direct that the employees (teaching staff) of the non-Government/aided/sponsored educational institutions, whose pay fits in any of the revised scales shown in Sl.No.15 & 16 of the Annexure-II of the Government Order No. 372-Edn(B) dated 31.7.81 and who were in service on 31.3.81, shall be allowed to exercise fresh option within 90 days from the date of issue of this order so that they may get the benefit of the order No.408(3)-Edn(B) dated 13.9.83 from a date which is convenient to them, subject to the time limit as laid down in para 6 of the Govt. Order No. 372-Edn(B) dated 31.7.81.

All concerned have been informed.

Sd/- **M. M. Sinha Ray**
Deputy Secretary

GOVERNMENT OF WEST BENGAL
Education Department
Budget Branch

No. 306(5)– Edn(B) / IM–34/84 Calcutta, the 6th November, 1984.

From : Shri M. M. Sinha Ray, I.A.S.,
Deputy Secretary to the Government of West Bengal

Sub : Compensatory House Rent Allowance.

The undersigned is directed to say that in terms of this Department No. 5-Edn(B) dated 11.1.82, house-rent allowance is admissible to both husband and wife so long as pay drawn by each of them does not exceed Rs.500/- per month. The allowance is payable to only one of them when the pay of one or both exceeds Rs.500/- per month.

2. The matter has been carefully examined by the Government and in partial modification of the G.O. No. 5-Edn(B) dated 11.1.82, the Governor is pleased to make the following amendments in respect of drawal of house-rent allowance by both husband and wife.

(a)(i) In a case where both the husband and the wife are teachers/non-Teaching employees or one of them is a teacher/non-Teaching employee of a non-Govt./sponsored/aided educational institution including libraries and employee of a District School Board and the other spouse is an employee of the State Govt./Central Government/Public Undertakings, Local Bodies etc. the house-rent allowance at usual rates as per order No. 475-Edn(B) dated 17.10.82 will be admissible to both of them without reference to the rent certificate provided the total pay of husband and wife taken together does not exceed Rs.1000/- per month.

(a)(ii) If the total pay of the husband and the wife taken together exceeds Rs.1000/- per month the house-rent allowance at usual rates as per order No. 475-Edn(B) dated 17.10.82 will be admissible to both, the total house-rent allowance drawn by them being subject to a maximum of 15% of pay of both husband and wife taken together or Rs.275/- per month whichever is less. However, for claiming total house-rent allowance at a rate higher than Rs.150/- per month, rent certificate will have to be produced and in such cases the total house-rent allowance shall be limited to the actual rent paid.

(b) In determining the house-rent allowance admissible under para 2(a)(i) and 2(a)(ii), the teaching and non-Teaching employees of non-Government sponsored/aided educational institutions including the employees of libraries and District School Boards will submit a declaration to the Head of the institution/organisation who will determine the house-rent allowance to the employee concerned. In the case of the Head of the institution/organisation, the declaration will have to be submitted to the District authorities for determining the house-rent allowance admissible. The declaration as mentioned above must be obtained by the Head of the Institution/Organisation in January and July, every year. All Heads of Institutions/organisations should strictly ensure that no house-rent allowance is drawn in respect of an employee from whom such declaration has not been received.

3. The Governor is further pleased to direct that for the purpose of drawal of house-rent allowance, documentary evidence will not be required up to basic pay including special pay, if any, Rs.1,000/- per month i.e. the dearness pay will not be taken into account for this purpose unless house-rent allowance is claimed on an amount more than Rs.1,000/-.

4. The other conditions for drawal of house-rent allowance as contained in the previous orders issued by the Government from time to time with amendment, if any, shall apply.

5. This orders takes effects from 1.4.84.

6. This order issues with the concurrence of the Finance Department vide their U.O.

Note: * 'Pay' means basic pay 'compensatory, means to be compensated by husband and wife both. House rent drawn by both husband and wife must not exceed Rs.275/- per month. Hence individually, the husband or wife may draw upto Rs.150/- p.m. but the total amount drawn by both of them must not be more than Rs.275/- p.m. In that case, both husband and wife may be required to submit certificate from each other's employer to the effect that he/she is not drawing allowance beyond rules. For claiming house rent allowance, above 1,000/- as pay including spl. pay, dearness pay etc. will be counted alongwith basic pay, for consideration of enhanced HR allowance. —Editor

No. Group B/1506 dated 15.10.84.

7. All concerned have been informed.

Sd/-**M. M. Sinha Roy** *(Deputy Secretary)*

GOVERNMENT OF WEST BENGAL
Directorate of School Education
Granf-in-aid Section

No. 3B—58/82 Dated, the.............. January, 1985.

From : The Director of School Education, West Bengal.

To : The District Inspector of Schools (S.E.), Jalpaiguri.

Sub : Clarification regarding admissiblity of one increment in the time scale of pay of Sl. Nos. 15 & 16 of the Annexure II of the G.O.No.372-Edn(B) dt.31.7.81

Ref : His Office Memo No. 5049-G.A. dt. 4.8.84.

In reference to and on the subject mentioned above the undersigned has to state that the Hons./M.A.passed teachers who have enjoyed one incremental benefit on completion of 20 years of service may not be allowed another increment on completion of 10 years of such service for the present in terms of Govt. Order No. 408- Edn(B) dt. 13.9.83. The case has been referred to the Education Department for clarification and necessary orders. As and when the orders will be received from the Department will be communicated to all districts.

Sd/- Illegible
for Director of School Education, West Bengal.

GOVERNMENT OF WEST BENGAL
Education Department
Budget Branch

No. $\frac{\text{1- Edn(B)}}{\text{1M—27/83}}$ Dt. Calcutta, the 2nd January, 1985.

From : Shri M. M.Sinha Roy, IAS.
Deputy Secretary to the Govt. of West Bengal.

To : The Director of School Education, West Bengal

Sub : *Revision of scales of pay of the Work Education Assistants attached to non-Govt.Secondary Schools.*

Ref : His Memo No. 3205-G.A. dt. 14.12.83.

The undersigned is directed to say that it has been reported that there were 341

Note: * Hons./M.A. passed teachers who have enjoyed one increment either on completion of ten or twenty years of service will not be allowed any other increment, Vide Circular No. 59 G.A. dt. 16th January, 1982. (Item No. 18)

* The above circular is only applicable to such schools, where there was no qualified craft teacher or work education teacher. *—Editor.*

non-matric part-time craft teachers in High/Junior High/Senior Basic Schools and 341 posts of Work Education Assistant in the Scale of Rs.200-5-260/- were created to absorb them as full-time employees. It has also been reported that all the above part-time Craft Teachers have been absorbed against the newly created posts of Work Education Assistant with effect from 1st March, 1980. The above scale of the Work Education Assistant has not been revised.

The Governor is now pleased to allow the revised scale of Rs. 260- 537/- to the above 341 Work Education Assistants attached to non.Govt. aided/Sponsored High/Junior High/Senior Basic Schools with effect from 1st April, 1981.

The incumbents of the above mentioned posts who were in service on 31st March' 81 shall be allowed to exercise option within 60 days from the date of issue of this order.

In the matter of fixation of their pay in the aforesaid revised scale the principles laid down in G.O. No. 492(6)-Edn(B) dated 26th Oct. '81 shall apply mutatis mutandis.

The order issues with the concurrence of the Finance Department vide their U.O.No. Group J(PIC)/1050 dt. 28th December, 1984.

All concerned have been informed.

Sd/-**Shri M. M. Sinha** (Deputy Secretary)

GOVERNMENT OF WEST BENGAL
Education Department

No.53-Edn (B) Dt. 12.3.85

From : M. M. Sinha Roy
Deputy Secretary, Govt. of West Bengal

To : The Director of School Education
West Bengal (Secondary Education).

Sub : House rent allowance to the Teaching & non-Teaching staff of Schools.

The undersigned is directed to invite a reference to his letter No. 1592-GA, dt. 27.8.81 on the subject mentioned above and to say that teaching & non-Teaching staff of the Secondary Schools, who resides in the quarters provided by the School authorities will be given house rent allowance in terms of the clarification given in the Government order No. 239 Edn(B), dated 13.6.83.

Sd/-Illegible (Deputy Secretary)

GOVERNMENT OF WEST BENGAL
Education Department
Budget Branch

No. 142 – Edn (B) / IM– 3/82 Dated Calcutta, the 17th May, 1985.

From : Shri M. M. Sinha Roy,
Deputy Secretary to the Govt. of West Bengal

To : The Director of School Education, West Bengal.

Sub : Drawal of increments by the untrained Assistant teachers of recognised Secondary Schools and Madrasahs on the basis of experience.

In continuation of N.B.(1) of the G.O.No. 372-Edn(B) dated the 31st July, 1981, the undersigned is directed by order of the Governor to say that the Governor is pleased to direct that if the untrained teachers of Secondary Schools/Madrasahs fail to get themselves trained within five years from April, 1981 their increment will be stopped, but they will again get increments on completion of 10 years' approved services on the basis of the existing order No. 149-Edn(S) dated the 19th February, 1979.*

This order issues with the concurrence of the Finance Department vide their U. O. No. Gr.J./517 dated the 6th June, 1983.

All Concerned have been informed.

Sd/-Illegible
Deputy Secretary

GOVERNMENT OF WEST BENGAL
Education Department
Secondary Branch

No. $\frac{\text{890-Edn (S)}}{\text{5P-35/84}}$ Dated. Calcutta, the 30th May,1985.

From : Shri S. K. Ghosh,
Dy. Secy. to the Govt. of West Bengal.

To : The Director of School Education, West Bengal.

Sub : Benefit of next higher scale of pay after completion of 18 years' continued service.

In continuation of this Department Memo. No. 860-Edn(S), dt. 20.4.84 on the subject mentioned above, the undersigned is directed to say that the benefit of next higher of scale of pay will also be admissible to an employee, having break-in-service, if the total period of his/her service, excluding the period of break in service becomes/exceeds 18 years on the date of his/her option far coming over to the revised scale of pay of 1981 or on any subsequent date provided the period of break in service has been condoned by the appropriate authority.

This order issues with the concurrence of the Finance Department vide their U.O. No. Group B 920 dated 27.8.85.

Sd/- S. Ghosh
Deputy Secretary.

GOVERNMENT OF WEST BENGAL
Education Department
Budget Branch

No. $\frac{\text{257- Edn(B)}}{\text{IM-3/82}}$ Dated, Calcutta, the 28th August, 1985.

From : Shri P. K. Ganguly, I.A.S.
Deputy Secretary to the Govt. of West Bengal.

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* Untrained teachers having less than ten years' teaching experience will be drawing incremental benefit for five years with effect from 1.4.81, but failing to get themselves trained within five years, they will have to wait till they complete 10 years' approved services for further incremental benefit.

To : The Director of School Educatio, West Bengal.

Sub : *Admissiblity of revised scale of pay to the teachers appointed on or after 1.4.81 in the non-Govt./aided/Sponsored Secondary Schools and Madrasahs.*

The undersigned is directed to invite a reference to his letter No. 221-G.A. dated 31.1.85 on the subject mentioned above and to say that the teachers appointed on or after 1.4.81 in the non-Govt./aided/Sponsored Secondary Schools including Madrasahs will be allowed to draw pay according to their qualifications relevant to their teaching subjects. The terms and conditions laid down in Annexure-I of the G.O. No. 372-Edn.(B) dated 31.7.81 should be followed.

Sd/- Illegible
Deputy Secretary.

GOVERNMENT OF WEST BENGAL
Directorate of School Education
Grant-in-aid Section

No. 1569 (16) GA. Dated, Calcutta the 21st September, 1985.

From : The Director of School Education, West Bengal.

To : The District Inspector of School (SE)

Sub : Fixation of pay of a M.A. passed teacher with D.E.L.T.before 1.4.81.

In connection with the subject mentioned above the undersigned has to state that some reports of anomalis in connection with the fixation of pay of the teachers with DELT before and after 1.4.81 are received in this Directorate and therefore this guideline should be followed to sort out the anomalies.

The fixation of pay of a teacher with DELT before 1.4.81 and 10 years' teaching experience on the date of option should be made in the following manner in terms of Government Order No. 408-Edn(B) dated 13.9.83 and No. 171-Edn.(B) dated 15.5.84.

The pay of the above category of teachers should be fixed at Rs.600/- on 1.4.81 in terms of Government Order No. 171-Edn.(B) dated 15.5.84 and then one incremental benefit should be extended to them provided they complete 10 years' teaching experience on the date of option in terms of Government Order No. 492(6)- Edn.(B) dated 26.10.81 to make it Rs. 625/-.

In this connection it may be mentioned that before issue of the Government Order No. 171-Edn.(B) dated 15.5.84, it was noticed that due to fixation of pay in terms of Government Order No.372- Edn.(B) dated 31.7.81 the pay of Jr.teachers with DELT after 1.4.81 has been higher than that of the Sr. teachers with DELT before 1.4.81 and that is why the Government Order No. 171- Edn.(B) dated

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For condonation of break in service, if their is any, the incumbent will be required to apply to the Dist. Inspector of Schools through proper channel, i.e. the Managing Committee of the School. The Managing Committee will have to adopt resolution on suitable grounds and send recommendation to the Dist. Inspector of Schools (SE) for condonation of service. (Ref: previous circular) —Editor.

* D.E.L.T.teacher with M.A. degree working in a school prior to 1.4.81 will be admitted to 600/- on 1.4.81, but finally his pay will be fixed at 625/- by calculating his past 10 years' teaching experiences.

15.5.84 has been issued to protect the interest of the Sr. teachers.

Sd/- Illegible
(for Dir*ector of School Education, West Bengal*)

GOVERNMENT OF WEST BENGAL
Directorate of School Education (Grant-in-aid Section)

No. 1799–G.A. / 3B–58/82 Dated. the 1st November, 1985.

From : The Director of School Education, West Bengal.
To : The District Inspector of Schools (SE)..................
Sub : Stay of operation of this officio Memo No. 1080-G.A. Dt. 9.8.83.
Ref : C.R.(W)/85.
Santosh Kumar Mukherjee, General Secretary, West Bengal Teachers' Association—Petitioner.

Vs

State and others—Respondence.

In connection with the subject mentioned above the undersigned has to state that a query had been made by the District Inspector of Schools (S.E.), Howrah as to the extension of incremental benefits to the untrained teachers appointed on and after 1.4.81 and a reply to this query was issued under this office Memo No. 1080-G.A. dt. 9.8.83 on the basis of the G.O. No. 372-Edn(B) dt. 31.7.81 and copies of this Memo were communicated to all the district officers for information and guidence.

But this circular was challenged by a representative of one Teachers' Association in the Hon'ble High Court and Mr. Justice B.P.Banerjee has been pleased to pass an order dt. 6.6.85 which is as follows :—

> "Rule and interim order of stay of the operation of the impunged order until further order. "

He is, therefore, requested to stay operation of the same for the present*.

Sd/- Illegible
for Director of School, Education, West Bengal.

GOVERNMENT OF WEST BENGAL
Education Department (Budget Branch)

No. 54–Edn(B) / P9 3/83 Calcutta the 5th day of March, 1986.

From : Sri P. K. Ganguly, I.A.S.,

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*The contents of the above circular tend to show that by the order of the Calcutta High Court under above reference the Director of Secondary Education, Govt. of West Bengal has issued the above circular by giving 'a stay order' under instruction of the High Court to refrain from giving effect to the Govt. order which means that the opinion of the Govt. not to extend incremental benefit to untrained teachers under Memo No.1080-G.A. dt. 9.8.83 has been stayed i.e. taken back. It means that incremental benefit is permissible. -Editor.

Deputy Secretary to the Govt. of West Bengal.

To : The Director of School Education, West Bengal.
6, Bhabani Datta Lane, Calcutta- 73.

Sub : *Revision of pay scales of the under-qualified Headmaster/Headmistress of Secondary/Higher Secondary Schools and High Madrashas.*

Ref : His Memo No. 1019-G.A. dated 12.8.1983.

The undersigned is directed to say that in terms of G.O.No.666-F dated 1.3.71 read with G.O. No. 386-Edn.(S) dated 12.3.74 qualification required for the post of Headmaster/Headmistress in Non-Government High/Higher Secondary Schools have been laid down. In terms of G.O. No.386-Edn.(S) dated 12.3.74, specific instructions were issued regarding absorption of the persons officiating as Head of the institutions not possessing the prescribed qualifications. It has however, came to the notice of the Government that in spite of the directions given by the Govt. that no under-qualified persons should be appointed as Headmaster/Headmistress except as a purely temporary measures, a considerable number of persons without prescribed minimum qualifications have been appointed and allowed to continue in the post of Headmaster/Headmistress for years and such teachers were provisionally allowed the initial pay in the scale of pay for Headmaster/Headmistress in terms of G.O. No. 386-Edn.(S) dated 12.3.74.

The pay scale of Headmaster/Headmistress of Non-Government Secondary/Higher Secondary Schools and High Madrasahs has inter-alia been revised with effect from 1.4.81 in terms of G.O. No. 372-Edn.(B) dated 31.7.81, but no provision has been made for the under qualified Headmaster/Headmistress in Non-Government Educational Institutions.

After careful consideration, the Governor is pleased to direct that such under-qualified persons appointed prior to 1.4.81 and acting as Head of the Secondary/Higher Secondary Schools and High Madrashas should henceforth be re-designated as "Teacher-in-charge" of the respective institution.

The Governor is also pleased to direct that these "Teacher-in-charge" appointed prior to 1.4.81 will draw pay of Assistant Teacher according to their qualifications with effect from 1.4.81 or from any date thereafter according to their option in the revised scale of pay as laid down in G.O. No. 372-Edn.(B) dated 31.7.81. In addition, a special pay of Rs.75/- per month may be allowed to the "Teacher-in-charge" of the Secondary Schools/High Madrasahs (Class V-X) and a special pay of Rs.100/- per month may be allowed to the "Teacher-in-charge" of Higher Secondary Schools (Class V—XII). This special pay will be available to them with effect from 1.4.81 or any subsequent date thereafter according to their option.

The incumbents concerned are allowed to exercise their option to come to the revised scale of pay within 90 days from the date of issue of this order. They are also allowed to draw D.A. and other allowances admissible under the rules as sanctioned by Government.

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* As a result above Govt. circular, under qualified unapproved Heads of the Institutions who had been working prior to 1.4.81 in High/Higher Secondary Schools, have been admitted as 'Teacher-in-charge' with effect from 1.4.81. And their pay scale will be treated according to their qualifications plus a special pay of Rs.15/- for Class X school and Rs.100/- for H/S institutions. —Editor

The benefit extended in this order will not be applicable to any under-qualified Headmaster/Headmistress appointed on or after 1.4.81 to the under-qualified Headmaster/Headmistress of a Junior High School which has been upgraded to High/Higher Secondary School after 1.4.81.

This order issues with the concurrence of the Finance Department vide their U.O. No. 12 Group J(PIC) dated 28.1.86.

All concerned have been informed.*

Sd/- Illegible (Deputy Secretary)

GOVERNMENT OF WEST BENGAL

No.1595—F Calcutta, the 21st February, 1987.

NOTIFICATION

In exercise of the power conferred by the proviso to article 309 of the Constitution of India, the Governor is pleased hereby to make the following amendments in the West Bengal Services (Revision of Pay and Allowance Rules, 1981, published with this Department notification No. 5691-F, dated the 28th July, 1981 in the Calcutta Gazettee, Extraordinary, part-I dated the 31st July, 1981, as subsequently amended (hereinafter referred to as the said rules) :-

AMENDMENTS

In the said rules, in part 'C' of Schedule I, in **'SECTION II OTHER POSTS'.**

(4) Under the heading "**XXXIII.** Posts omitted by the Second Pay Commission and not incorporated elsewhere in Part-C' of Schedule I".

(5) Under the heading "Education Department", after the existing entries and the following sub-heading and entries:—

"Government Junior High Schools (Including M. E. Schools)

I.	Headmaster/ Assistant	(i) 500-750	(i) 550-1470 (for trained Master Degree holders)
	Headmaster	(ii) 375-650 for Hons. /M.A. with training.	(ii) 500-1360 (for trained Hons. Graduates)
		(iii) 300-600 for Graduate with training.	(iii) 400-1170 (for trained Graduates)
		(iv) 230-425 with higher initial start at 275 for existing trained under-graduates.	(iv) 300-685 (for existing trained under-graduates special pay 75 per month for Headmasters only of Govt. Junior High Schools (including M.B. Schools)"

II. These amendments, unless specifically stated otherwise, shall be deemed to have effect from 1st April, 1981.

III. Occupants of the services or posts whose revised scales of pay have been prescribed in this notification shall exercise their option to come under the revised scales of pay within ninety days* from the date of publication of this notification in the Official Gazette".

By order of the Governor
Sd/- P. K. Sarkar
Secretary to the Govt. of West Bengal.

GOVERNMENT OF WEST BENGAL
Education Department
Budget Branch

No. 64-Edn.(B) / 1M—42/86 Dated Calcutta, the 17th March, 1987.

From : Shri P. K. Ganguly, I.A.S.,
Joint Secretary to the Govt. of West Bengal.

To : The Director of School Education, West Bengal.

Sub : *Revision of pay scales of classical Assistant teachers of Non- Govt./aided sponsored Jr. High/Secondary/Higher Secondary Schools.*

Ref : His D.O. letter No. 412-Sc/S dt. 13.2.87.

In continuation of G.O. No. 233-Edn.(B) dated 30.7.84, the undersigned is directed by order of the Governor to say that the Governor is pleased to allow the revised scale of Rs.360 — 815/- to the Assistant teachers, having the merginally noted qualifications, attached to non-Govt./Aided/Sponsored Jr. High/ High/ Higher Secondary Schools, with effect from 1.4.81.

(i)	*Matriculation with Vayakarana Tirtha.*
(ii)	*Vagakarana Tirtha with five years teaching experience.*

The incumbents of the above mentioned posts who were in services on 30.3.81 shall be allowed to exercise option within 60 days from the date of issue of this order.

In the matter of fixation of their pay in the aforesaid revised scale, she principles laid down in G.O. No. 492—(6)-Edn.(B) dated 26.10.81 shall apply mutatis-mutandis.

This order issues with the concurrence of the Finance Department vide their U.O No.Group B/2016 dated 7.3.87.

All concerned have been informed.

Sd/- Illegible
Joint Secretary.

Note: * Pay scale of M.A./Hons./trained graduate/trained undergraduate has been revised and it will take effect from 1.4.81. -Editor.

GOVERNMENT OF WEST BENGAL
Education Department (Secondary Branch)

No. $\frac{\text{556-Edn.(S)}}{\text{5P-9/83}}$ Dated Calcutta, the 20th May, 1987.

From : Shri S. K. Ghosh,
Deputy Secretary to the Govt. of West Bengal

To : The Director of School Education, West Bengal

Sub : Revised pay-scales for Govt. Junior High Schools including the M. E. Schools and Special pay for Headmasters.

Ref : DSE, WB's Memo No. 3525 SC/S, dt. 3.12.82 and Memo No. 2055-SC/S dt. 15.9.84.

The undersigned is directed to say that the Finance Department of this Government, by Notification No. 1595-F, dated 21.2.87, has included the Government Junior High Schools/M.E.Schools in the Schedule of the RCPA Rules 1981.

A copy of the relevant portion of the said Notification is enclosed.

It is requested that necessary action may please be taken immediately, as per the Notification, if not done already.

Sd/-S.K.Ghosh
Deputy. Secretary.

GOVERNMENT OF WEST BENGAL
Education Department
Budget Branch

No . $\frac{\text{260(6)-Edn.(B)}}{\text{1M-62/87}}$ Calcutta, the 4th September, 1987.

From Shri P.K. Ganguly. I.A.S.

Joint Secretary to the Govt. of West Bengal

Sub : Grant of interim relief to the employees of non-Govt. Educational Institutions with effect from 1.8.87.

The undersigned is directed, by order of the Governor, to say that the Governor is pleased to direct that all wholetime approved teaching and non-Teaching employees of recognised aided/sponsored educational institutions, except members of the Services to the University Grants Commission Scales of pay have been allowed, who are covered by the terms of reference of the Pay Commission. Constituted in Finance Department Resolution No. 803-F, dt. 30.1.87 read with Resolution No. 2025-F. dt. 4.3.87, will get an interim relief @ Rs. 50/- p.m. with effect from 1.8.87 pending receipt of the recommendation of the Pay Commission. The teaching & non-Teaching employees of different institutions who will get the above benefit have been shown in the Annexure.

2. The amount of interim relief sanctioned in Part-I above will be taken into account

for determining retirement benefits and it will not count for any other purposes i.e. for determining any allowance admissible on the basis of 'Pay' and 'emoluments'.

3. This order issues with the concurrence of the Finance Department vide thewwir U/o. No. Gr. P 2339 Dt. 31.3.87.

4. All concerned have been informed.

Sd/-Illegible
Joint Secretary

G.O. No. 260(6)-Edn.(B) dated 4.9.87

1. Approved non-Teaching staff of non-Govt. and Sponsored Colleges.
2. Approved Teaching and non-Teaching staff of Junior Technical Schools (Sponsored and non-Sponsored).
3. Approved Teaching and non-Teaching staff of Training Institutions for Primary teachers (including Govt. Sponsored Jr. Basic Trg. Institutions).
4. Approved Teaching and non-Teaching staff of aided Primary Schools and Primary School under the District School Boards.
5. Approved Teaching and non-Teaching/staff of non-Govt. aided/Sponsored Secondary Schools (High and Higher Secondary) but excluding D.A. getting schools.
6. Approved employees of Libraries.
7. Approved Teaching and non-Teaching staff of School Mothers Training Centres.
8. Approved Teaching and non-Teaching staff of Govt. Sponsored Free Primary Schools, Junior Basic Schools, Pre-Basic Schools, Pre-Primary Schools, Nursery Schools and Primary including Junior Basic Schools appointed in Municipalities under the Scheme of Free and Compulsory Primary Education Act. 1963.
9. Approved Teaching and non-Teaching staff of Jr. High Schools including erstwhile senior basic schools.
10. Approved Teaching and non-Teaching staff of Tolls and Madrasah (High and Junior High).
11. Approved staff of the Institutions of the handicapped (Sponsored and non-Sponsored).
12. Approved staff of Day Students' Homes.
13. Approved whole-time Ayahas of recognised Co-educational Schools.
14. Approved employees of District School Boards.
15. Approved teaching and non-Teaching staff of Sponsored Polytechnics.
16. Approved staff of the taken over Polytechnics including Regional Institute of Printing Technology who have not been absorbed as Government employees.

Sd/- Illegible
Joint Secretary
Govt. of West Bengal Education Department.

Sl. No.	Qualification & Designation	1st Scale	Revised Scale w.effect from 1.4.54	Revised Scale from 1.3.57
1.	Headmaster/Headmistress—M.A., M.Sc., M.Com., B.T. or Hon's B.T. (i) Good Honours or Good M.A. means-II class, with 5 years' teaching experience* (ii) Existing M.A./M.Sc. (III) with five years' teaching exp. prior to 1.3.57. (iii) Teacher-in-charge of High or H.S.	200-20/2-400/- (A) 175-15/2-325/- (B) 150-15/2-240/- (C) 150-10/2-200/- (D)	No change	(A) 200-10-370-1 400/-+spl pay of R 25/- for Class School. (B) Same for X school+spl. pay and 100/- for three more courses. Rs. 50/- for one, f two Rs. 75/-
	(iv) H.M. or Jr. High/Jr. Madrasah	Trd. Graduate teacher's pay scale+spl. pay of Rs. 25/-	Same as before	Same
2.	Asst. Headmaster/ Headmistress (with approved Qualifications) or as per qualifications plus 5 years' teaching experience.	Pay as per qualification + allowance.	Pay as per qualification + spl. allowance : i) A..Rs. 50/- ii)B.. Rs. 35/- iii)C..Rs. 25/-	No change.
	*10 year's teaching experience for future appointment, w.e. from 1.4.81. Old B. Com. (II or 1st class) is not treated as relevant qualifications for the post of the heads of the Institution.			

...cale ...70	7th Scale 1.4.75	8th Scale 1.4.81	9th Scale 7.3.90	
...0-15-600/- ... start with ...ements).	350-20-550-25-650-30-800-40-920(2nd class start with 2 adv. increments).	(i) 550-25-625-30-745-35-780-40-1220-50-1470/- (ii) 500-20-540-25-640-30-820-40-1260-50-1360/- (for trained Hons. graduate).	1780-65-2040-80-3080-100-3780 1640-65-2095-80-3135-100-3635	
...o	Do			
...(fixed)	390/- (fixed)	550-1470/-		
...fixed) ...rained)	350/- (fixed) (until trained)	500-1360/-	1640-3635	Scale
...0-8-420- ...(Dist No ...ge).	300-15-375-20-575-25-700-25-750 (Dist. 2 adv. increments)	440-20-560-25-785-30-875-35-1050-40-1170/-	1420-45-1555-55-1720-65-2305-75-3130	Scale (11)
		500-1360/-	1640-3635	Scale (14)
...450/-	300-750/-	440-1170/-	1420-3130	Scale (11)
...fixed)	330/- (fixed)	400-1170/- (start at the third stage)	1420-3130	Scale (11)
...450/-	300-750/-	440-1170/-	1420-3130	Scale (11)
...(fixed)	300/- (fixed)	440-1170/-	1420-3130	Scale (11)
	230-5-250-7½-310-10-400	360-10-400-15-520-20-740-25-815/-	1200-35-1550-40-1630-50-2180-60-2360	Scale (8)
	230/- (fixed until Trained)	360-10-400-15-520-20-740-25-815/-	1200-2360	Scale (8)
	220-5-270	300-10-400-15-565-20-685	1040-25-1215-30-1485-35-1590-40-1670-50-1920	Scale (6)
	230-5-250-7½-310-10-400	300-685/-	1040-1920	Scale (6)
	230-5-250-7½-310-10-400	300-685/-	1040-1920	Scale (6)
	230-5-250-7½-310-10-400	300-685/-	1040-1920	Scale (6)

Sl. No. ı Scale ..4.75	8th Scale 1.4.81	9th Scale 7.3. 90	Remark
-410-20-650- /- (Personal)	425-1050/-	1390-45-1615-55-2055-65-2445-75-2970	Scale (10)
	660-1600	2200-4000	Scale (16)
·375-20-575 ı	380-15-500-20-700 -25-850-30-910/	1260-35-1540-45-1630-55-2070-65-2460-75-2610	Scale (9)
	360-815	1200-2360	Scale (8)
;50-$7\frac{1}{2}$-310- -	300-685/-	1040-1920	Scale (6)
·70-	300-685/-	1040-1920	Scale (6)
	280-617	980-1755	Scale (5)
70-8-350/-	Do	1040-1920	Scale (6)
50-$7\frac{1}{2}$-310- -	300-685/-	1040-1920	Scale (6)
	300-685/-	1040-1920	Scale (6)
550-25-650 0-40-920/- al)	500-20-540-25-640 -30-820-40-1260-50-1360	1640-3635	Scale (14)
375-20-575 /-	Do	1640-3635	Scale (14)
375-20-575 /-	440-1170/-		
	440-1170/-	1420-3130	Scale (11)
50-$7\frac{1}{2}$-310- -	360-10-400-15-520 -20-740-25-815 (Revised)	1200-2360	Scale (8)

GOVERNMENT OF WEST BENGAL
Directorate of School Education
Grant-in-aid Section
6, Bhawani Dutta Lane, Calcutta-700 073.

No.2225-GA Dated, Calcutta, the 1st Sept. 1988.

From : The Director of School Education, West Bengal.

To : The Dist. Inspector of School, S.E., Burdwan.

Sub : *Exercise of re-option by the teachers of Secondary School under ROPA, 1981 who exercised option to retain the scale of pay effective from 3.5.75.*

It is felt that some teachers of Secondary Schools, exercised option under ROPA, 1981, to retain the scale of pay effect from 1.4.75 in order to get the benefit of extension of service upto the 65th year of their age. But in view of the issue of the G.O. No. 81 Edn(S) dated 31.8.86 regarding extension of service upto 65th year of their age, such teachers are to incure loss in respect of their pay fixation (of their pay) in the scale of pay effective from 1.4.75 instead of from 1.4.81. It is presumed that such teachers have already submitted prayer to allow them to exercise re-option under ROPA, 1981 in the scale of pay effective from 1.4.81. In the circumstances stated above he/she is requested to let this Directorate know actual number of such teachers with financial implication involved therein. This may please be treated as extremely urgent and the particulars should be submitted by 15.9.88.

Sd/- Illegible
for Director of School Education,
West Bengal.

GOVERNMENT OF WEST BENGAL
Education Department
Budget Branch

No. 336-Edn(B) / IM-67/88 Dated Calcutta, the 26th December, 1988

From : Shri P.K. Ganguli, IAS.
Joint Secretary to the Govt. of West Bengal.

To : The Director of School Education, West Bengal

Sub : *Payment of ad-hoc bonus to the staff of the D.A. getting schools including D.A. getting Sanskrit Tols.*

Ref : G.O. No. 187 (6)-Edn (B) dt. 31.5.88 and his letter No. 2130-SC/1 dt. 18.7.88.

The undersigned is directed, by order of the Governor, to say that the Governor has been pleased to direct that the staff of the D.A. getting schools and the D.A. getting Sanskrit Tols may be granted ad-hoc bonus equivalent to 25 days Govt. D.A. granted to them for the year 1987-88. The authorities of the institution will have to bear the balance of the share of ad-hoc bonus on prerata basis depending upon the part of emoluments borne by them.

The charge involved will be debited to the respective appropriate heads in the

current year's budget under '2202-General Education' where necessary fund will be provided by re-appropriation or otherwise in due course.

This order issues with the concurrence of the Finance Deptt. vide their U.O. No. Group 'P'/No. 3554 dt. 17.12.88.

The Accountant General, West Bengal and the Calcutta Pay & Accounts Office have been informed.

Sd/- P.K. Ganguly
Joint Secretary.

GOVERNMENT OF WEST BENGAL
Education Department
Budget Branch

No.33–EDN (B) Dated, Calcutta, the 7th March, 1990

NOTIFICATION

In Finance Department Resolution No. 805-F dated the 30th January, 1987 the Government constituted a pay Commission with terms of reference which included that the Commission would also examine the structure of emoluments and conditions of service of the.

(a) teaching and non-teaching staff of Government sponsored or aided—

(i) schools upto class XII standard

(ii) Training Institutions Primary of Teachers

(iii) Libraries

(iv) Polytechnics and Junior Technical Schools

(b) Non-teaching employees of non-government colleges (sponsored and aided)

(c) Employees of District School Boards.

With due regard to the Financial Resources of the State Government.

After careful consideration of the recommendations of the Pay Commission in regard to the scale of pay, age of superannuation, retirement benefits and other terms and conditions of service, the Governor is pleased to direct that for all categories mentioned above, all but scale numbers 9 to 15 as recommended by the Pay Commission at pp 65-66 of Volume 1 of its Report and scale numbers 9 to 15 as recommended at p-69 ibid shall be adopted. The revised pay scales (details of which have been shown in Annexure iii) to be prescribed for different posts/cadres/employees shall correspond to the scales prescribed earlier for such posts/cadres/employees (hereinafter referred to as existing scales, details of which have been shwon in Annexure II), by G.O. No. 372-Edn(B) dated the 31st July, 1981 as amended from time to time and other subsequent orders issued on the subject.

The Governor is also pleased to direct that the date of effect of the revised scale, the manner of fixation of pay in the revised scales and other conditions of service of employees shall be as set out in the following paragraphs.

1. Date of effect:

(i) The revised scales of pay shall be notionally effective from the 1st January,

1986 as recommended by the Pay Commission.

(ii) The pay and allowances of an employee which may be admissible to him in consequence of revision of pay shall be actually paid with effect from the 1st January, 1988.

2. Definition :

In this order, unless there is anything repugnant to the subject or context —

(a) "annexure" means an annexure to this order.

(b) "basic pay" means the grade pay now drawn excluding special pay, qualification pay, personal pay, dearness pay, administrative pay and other categories of pay. If any.

(c) "existing emoluments" means the aggregate of —

(i) basic pay in the existing scale.

(ii) dearness pay, additional dearness allowances and ad-hoc dearness allowance appropriate to the basic pay admissible at index average 608 (1960=100) and

(iii) the amount of interim relief of Rs.50/- per month sanctioned in Government Order No. 260(6) - Edn(B) dated 4.9.87.

(d)"Existing scale" means —

(i) in relation to a post, the scale of pay shown against that post in column (3) of Annexures V & VI.

(ii) in relation to an employee, the scale of pay to which the employee was entitled on the 1st January, 1986 in terms of Government Order No. 373-Edn(B) dated the 31st July, 1981 read with Government Order No. 492-Edn(B) dated the 26th October, 1981 and any other order or orders which might have been issued in this regard.

(e) "employee" means a member of the teaching and non-teaching staff of the non-Government/Sponsored/Aided educational institutions and other organisations as mentioned in Annexure I.

(f) "para" means a paragraph of this order.

(g) "revised scale" in rotation to a post means the scale of pay shown against that post in column 4 of Annexures V & VI.

(h) "revised scale corresponding to an existing scale" means the scale of pay shown against that existing scale in annexure IV.

3. Scale of Pay of Post :

(1) From the 1st January, 1986, the revised scale of pay of every post in the institution and Organisations as mentioned in Annexure-I except teaching and non-teaching posts in Government Sponsored/Aided recognised Institutions up to class XII standard shall be as specified against it in Column 4 of Annexure V.

(2) The scales of pay of the teaching and non-teaching posts in the Govt. Sponsored/Aided recognised institution upto Class XII standard shall be as specified against such posts in column 4 of Annexure VI.

4. Drawal of pay in the revised scales :

Save as otherwise provided in this order, an employee shall draw pay in the revised sacle applicable to the post to which he is appointed.

Provided that an employee who was in service on the 31st December, 1985 and who opts to come over to the revised scale of pay together with the revised terms and conditions of Service, as may be determined by the Govt., may elect to draw pay in the revised scale from any date between the 1st January, 1986 and the 1st January, 1990, and continue to draw pay in the existing scale prior to that date. On electing to draw pay in the revised scale, such an employee shall draw pay in the revised scale, corresponding to his existing scale.

5. Option :

(1) The option under the proviso to para 4 shall be exercised within 90 days from the date of issue of this order.

(2) A teacher or a non-teaching employee of a Govt. Aided/Sponsored educational institution who was in service on the 31st December, 1985 may, at his discretion, retain his existing scale of pay and existing terms and conditions of service.

Provided that such a teacher or a non-teaching employee who has not attained the age of superannuation, as prescribed in para 17 on the date of issue of this order and who will not attain the age of superannuation, as prescribed in para 17 within 90 days from the date of issue of this order may come over to the revised scale of pay together with the revised terms and conditions of service as may be determined by the Govt., with effect from such date as he may choose in terms of the proviso to para 4, by exercising option in this regard in the appropriate form within 90 days from the date of issue of this order. On coming over to the revised scale of pay, such a teacher or a non-teaching employee shall retire on attaining the age of superannuation as prescribed in Para 17.

Provided also that a teacher or a non-teaching employee who even after attaining the age of superannuation, as prescribed in para 17, continued or is continuing in service on the basis of Govt. Order No. 81-Edn(S) dated the 31st March, 1986 or a teaching or non-teaching employee who will attain the age of superannuation, as prescribed in para 17, within 90 days from the date of issue of this order may come over to the revised scale of pay together with revised terms and conditions of service as may be determined by the Govt. with effect from such date as he may choose in terms of the proviso to para 4, by exercising option in this regard in the appropriate form within 90 days from the date of issue of this order if and only if he has already retired or agrees to retire on the date on which he exercises such option or as the case may be, on the date on which he will attain the age of superannuation as prescribed in para-17.

Note 1. The aforesaid option shall not be admissible to any employee appointed to a post on or after the 1st January, 1986 for the first time in service. Such an employee shall draw pay in the revised scale of pay of the post with effect from the date of his appointment.

Note 2. The aforesaid option shall be applicable only in respect of the existing scale of the employee as on the 1st January, 1986. If the employee has got appointment to a higher scale of pay with effect from any date prior to the 1st January, 1990, he may exercise option to come over to the revised scale corresponding to his existing scale (as on the 1st January, 1986) from a date not later than the date with effect from which he got appointment to the higher scale.

Note 3. The form in which option shall be exercised have been set out in Annexure VIIIA, VIIIB and VIIIC.

6. Fixation on initial pay in the revised scale of pay :

(1) The initial pay of an employee who elects to draw pay in the revised scale of pay from any date between the 1st January, 1986 and the 1st January, 1990, shall, unless in any case the Governor by special order otherwise directs, be fixed separately in respect of his substantive pay in the permanent post on which he holds a lien or would have held a lien had his lien not been suspended and in respect of his pay in the officiating post held by him in the following manner :—

(A) (i) An amount representing 20% of the basic pay in his existing scale subject to a minimum of Rs.75/- shall be added to the existing emoluments of the employees ;

(ii) After the existing emoluments have been so increrased, the pay shall be fixed in the revised scale applicable to the employee at the stage next above the amount thus computed.

Explanation—

For the purpose of this clause, the term "existing emoluments" shall mean the existing emoluments as defined in para 2(c).

Provided that —

(a) if the minimum of the revised scale is more than the amount so arrived at, the pay shall be fixed at the minimum of the revised scale ;

(b) if the amount so arrived at is more than the maximum of the revised scale, the pay in the revised scale shall be fixed at the maximum of that scale and the difference shall be treated as personal pay to be absorbed in stagnation increments earned in future.

Provided also that, subject to the other provisions contained elsewhere in this order, the personal pay so determined and remaining after absorption of a portion of it in stagnation increments shall be treated as an element of basic pay for the purpose of fixation of pay on promotion/appointment of the employee to higher post/scale.

(B) In the case of an employee who is in receipt of special pay in addition to pay in the existing scale and where the existing scale with special pay has been replaced by a scale of pay without special pay, the pay shall be fixed in accordance with the provisions of clause(A), except that in such cases the term existing emoluments" shall mean the existing emoluments as defined in para 2(c) plus the special pay drawn in addition to pay in the existing scale.

(C) In the case of an employee who is in receipt of special pay in addition to pay in the existing scale and in whose case special pay continues with the revised scale of pay either at the same rate or at a different rate, the pay in the revised scale shall be fixed in accordance with the provisions of clause (A) with refernce to the existing emoluments as defined in para 2(c) without taking into account the existing special pay and, in such cases, special pay at the new rate shall be drawn in addition to the pay so fixed in the revised scale.

(2) (i) For the purpose of fixation of pay under sub-para(1) every employee, who held on the 31st December, 1985, a post substantively and other post or posts on officiating basis, shall exercise separate option in the appropriate form set out in

Annexure — VIII-A, VIII-B, VIII-C for fixation of initial pay separately in the revised scale of pay of the substantive post and also in the revised scale of pay of the officiating post. When the number of officiating posts held by an employee is more than one, he shall exercise option for fixation of pay in the revised scale of pay of the last officiating post.

(ii) if due to fixation of pay under sub-para(1) the initial pay of an employee fixed in the revised scale of pay of the substantive post becomes either equal to, or higher than, that in the revised scale of pay of the officiating post, his initial pay in the revised scale of pay of the officiating post shall be refixed at the stage above the pay fixed in the revised scale of pay of the substantive post.

Note 1. The pay of an employee who is promoted/appointed to a higher post/scale on or after the 1st January, 1986, shall be fixed under this order with reference to the lower post/scale and then his pay shall be fixed in the revised scale of the higher post/revised scale corresponding to the existing higher scale, in the usual manner.

Note 2. In the case of an employee who was allowed to draw pay in the existing scale of pay admissible to him by virtue, of para 5 of Govt. Order No. 492(6)-Edn(B)/FI-39/81, dated the 26th October, 1981 on any date between the 1st January, 1986 and the date of issue of this order, the initial pay shall be fixed first in the revised scale of pay of the post under the provisions of this order and then his pay shall be fixed in the next higher scale of pay with effect from the date on which he was allowed the benefit of para 5 of Govt. Order No. 492(6)-Edn(B)/FI-39/81 dated, the 26th October, 1981 at the next higher stage of the pay fixed in the revised scale of pay of the post, the date of next increment remaining the same as it would have been but for such fixation.

Note 3. When the date with effect from which an employee elects to draw pay in the revised scale is also the normal date of his increment in the existing scale, the increment in the existing scale shall be allowed first and the pay in the revised scale shall be fixed thereafter.

Note 4. Where an employee was in receipt of personal pay on the 1st January, 1986 which together with his existing emoluments (excluding special pay) and special pay, if any, exceeds the pay fixed in the revised scale plus the special pay, if any, drawn in addition to the pay fixed in the revised scale, the differnce representing such excess shall be allowed to the employee as personal pay to be absorbed in future increase of pay.

7. Date of increment in the revised scale of pay :

The next increment in the revised scale of pay of an employee whose pay has been fixed in the revised scale under this order shall be granted after completion of one incremental period from the date of fixation of initial pay in the revised scale of pay. Increment in the revised scale of pay shall be drawn with effect from the Ist day of the month in which it becomes otherwise due.

8. Stagnation increment :

An employee whose pay has been fixed in any of the revised scales of pay with the maximum of Rs.4,000/- or below and who reaches the maximum of the sacale of pay shall continue to draw increment for stagnation beyond the maximum of the scale for a period of three years at the rate last drawn by him as increment before reaching the maximum.

Provided that an employee whose pay has been fixed in any of the revised scales of pay shown in serial nos. 1 to 15 of Annexure III and who even after drawing increment for stagnation for three years under this order is found to

stagnate may be allowed, if Government deems it necessary, to draw further increments for stagnation at the same rate once in two years subject to a maximum of three such biennial increments.

9. Special Pay :

(1) An employee who was drawing special pay in addition to pay in the existing scale of pay shall draw special pay in addition to pay in the revised scale of pay at the rates shown in Annexure VI and VII as the case may be.

(2) Clerk and Group 'D' employees for secondary schools whose normal duty period exceeds 40 hours per week shall be allowed extra duty allowance at the rate of Rs.75/- and Rs.50/- per month respectively.

(3) A Group 'D' employee not appointed as Night Guard but staying at school at night and performing duties as Night Guard in addition to his normal duties shall get a special pay of Rs.50/- per month.

10. House Rent Allowance :

With effect from the 1st January, 1988 or the date with effect from which an employee elects to draw pay in the revised scale, whichever is later, House Rent Allwance at the rate of 15% of basic pay in the revised scale, subject to a maximum of Rs.800/- per month shall be admissible to the employee irrespective of his place of posting. Where both husband and wife draw house rent allowance, the ceiling of House Rent Allowances to be drawn by husband and wife together shall be Rs.800/- per month. This allowance may be drawn, without reference to the quantum of rent paid, by all employees without requiring them to produce rent receipt. They should however be required to furnish a certificate to the effect that they are incurring some expenditure on rent/contributing towards rent. House Rent Allowance at the above rate shall also be paid to the employees living in their own houses, subject to their furnishing a certificate that they are paying/contributing towards' house or property tax or maintenance of the house.

11. Rural Allowance :

Rural Allowance, if any, which was being drawn by an employee so long, shall cease to be drawn with effect from the date he elects to draw pay in the revised scale.

12. Medical Allowance :

All employees shall, with effect from the 1st January, 1988, draw medical allowance at the rate of Rs.30/- per month.

13. Hill Compensatory Allowance :

All whole time employees posted in the Hill sub-divisions of Darjeeling District i.e. Kurseong, Kalimpong and Darjeeling sub-divisions of the district shall, with effect from the date of their coming over to the revised scale of pay or the 1st January, 1988, whichever is later, draw Hill Compensatory Allowance at the rate of 5% of basic pay subject to a maximum of Rs.150/- per month.

14. Winter Allowance :

A whole-time employees posted in the Hill Sub-Division of the Darjeeling district i.e. Kurseong, Kalimpong and Darjeeling Sub-Division of the district and drawing basic pay upto Rs. 3,500/- per month shall, with effect from the date of their

coming over to the revised scales of pay or the 1st January, 1988 whichever is later, draw Winter Allowance at the uniform rate of Rs.500/- per annum.

15. Mode of drawal of arrears of pay :

(1) An employee shall not be entitled to any arrears of pay and allowances in respect of the period from the 1st January, 1986 to the 31st December, 1987 as a result of national fixation of his pay in the revised scale with effect from the 1st January, 1986 or any date subsequent thereto but prior to the 1st January, 1988. The arrears of pay and allowances to which an employee may be entitled in respect of the period from the 1st January, 1988 to the 31st March, 1989 shall be deposited in the Provident Fund Account of the employee. This amount may be withdrawn at the option of the employee after the 31st March, 1991 in two equal instalments the second instalment being payable not before the Ist April, 1992. The arrears in respect of the period subsequent to the 31st March, 1989 shall be paid in cash.

(2) In the case of an employee who retired on or after the 1st January, 1986 pension shall be calculated on the basis of notional fixation of pay in the revised scale with effect from the 1st January, 1986 of such other date with effect from which he elects to draw pay in the revised scale. But such an employee shall not be entitled to any arrears of pension for the period upto the 31st December, 1987.

(3) An employee who will retire before being eligible to with-draw the amount to be deposited to the Provident Fund Account in the manner mentioned shall be allowed to withdraw the entire amount as and when he retires.

16. Career Advancement Scheme & related issues :

(1) An employee whose pay is fixed in any of the revised scales of pay shown in serial numbers 1 to 12 Annexure III and who has not a signle promotion/advancement to a higher scale in the same post even after completion of 18 years continuous and satisfactory service shall be placed in the next higher scale of pay, his destination remaining unchanged. This benefit of next higher scale of pay shall also be admissible to an employee having break-in-service, if the total period of his service excluding the period of break-in-service is not less than 18 years provided the break is condoned. The pay of such an employee in the next higher scale shall be fixed at the stage next above the pay fixed in the revised scale of pay of his post, the date of his increment remaining unchanged.

(2) All the teaching and non-teaching employees of Government sponsored/aided institution shall be entitled to an additional increment in the revised scale for every 10 years of continuous and satisfactory service, counted from the date of appointment, subject to a maximum of two such increments in addition to the benefits which may be admissible under sub-para 1 of this paragraph.

(3) All teachers and librarians of secondary schools who have improved/will improve their qualification or who were appointed with higher qualification in the subject or group relevant to their teaching/appointment shall get higher scale of pay appropriate to their qualifications with effect from the 1st January, 1986 or the date of improving qualification whichever is later.

This principle shall apply mutotis mutandis to the teachers/librarians of other

institutions/organisations as mentioned in Annexure-I.

(4) Untrained secondary school teachers shall be allowed annual increments in the revised scale of pay on conditions that such untrained teachers will have to get themselves trained with five years from the date of coming over to the revised scale of pay and in respect of those who will be appointed on or after the Ist January 1986, within five years from the date of appointment, failing which increment will be stopped till they get themselves trained. An untrained teacher of a recognised secondary school or a Madrasah of the secondary type with ten years' teaching experience in recognised schools/Madrasah shall be treated as a trained teacher for the purpose of drawal of increment in the scale applicable to the teacher concerned with effect from the date on which the condition of teaching experience is fulfilled. Such a teacher shall be eligible to draw the increment on completion of one year service from the date on which the above condition is fulfilled.

(5) Secondary teacher, Headmasters/Headmistresses with Doctorate degree in the subject taught or in an allied subject shall get two additional increments from the date of the convocation on which such degree is awarded.

Provided that those who obtained this degree prior to the date of coming over to the revised scale shall get two additional increments from the date with effect from which they elect to draw pay in the revised scales.

(6) Higher initial start at the third stage of the appropriate scale of pay shall be allowed to graduate teachers of Secondary Schools having distinction marks.

17. Age of Superannuation and related issues :

(1) Subject to the provisions in para 5 the age of superannuation of all categories of teaching and non-teaching employees who elect to come over to revised scales of pay shall be fixed at 60 years, as per recommendation of the 3rd Pay Commission.

(2) The teaching and non-teaching employees of an aided/sponsored educational institution or organisation who will opt for the revised scales of pay shall be allowed to enjoy pensionary benefits including dearness relief at par with State Government employees. Maximum amount of gratuity shall be raised from Rs. 36,000/- to Rs.60,000/-. Order in this respect will follows.

18. Leave :

(1) Commuted leave not exceeding half the amount of half pay leave due may be granted for private affairs or on medical grounds to a teacher or a non-teaching employee of an aided/sponsored secondary school. When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due.

(2) Half pay leave upto a maximum of 60 days may be allowed to be commuted during the entire service career of a teacher or a non-teaching employee of an aided/sponsored secondary school.

(3) For the teaching and non-teaching employees of Primary Schools present system shall continue.

This order issues with the concurrence of the Finance Department vide their U/O No. 648 Group 'J' dated, 7.3.90.

By order of the Governor,
Sd/- N.K.S.Jhala

ANNEXURE — I

1. Teachers and non-teaching staff of —
   - (i) State Government sponsored or aided Primary School/Jr. Basic Schools (including pre-Basic Schools) ;
   - (ii) State Government sponsored or aided Jr. High/High Schools/Higher Secondary Schools upto Class XII standard (including Jr.High/High and Sr. Madrasah);
   - (iii) State Government sponsored or aided Schools for Handicapped ;
   - (iv) State Government sponsored/aided Training Institutes for Primary teachers ;
   - (v) State Government sponsored/aided Polytechnics ;
   - (vi) State Government sponsored/aided Junior Technical Schools ;
   - (vii) Sponsored Day Students' Homes ;
   - (viii) Recognised non-Government sponsored/aided voluntary organisations under the administrative control of Education Department.
2. Employees of District School Boards.
3. Non-teaching Staff of non-Government Colleges.
4. Library Staff of sponsored/aided,
   - (i) Educational Institutions ;
   - (ii) District Library ;
   - (iii) Sub-Divisional/Town Library ;
   - (iv) Rural/Area/Primary Unit Library.

ANNEXURE—II

DETAILS OF THE EXISTING SCALES OF PAY

Sl. No.	*Existing Pay Scales (Rs.)*	*Length (Years)*
1.	220-5-260-6-308-7-364-8-388	28
2.	230-5-250-6-280-7-350-8-414	28
3.	245-6-263-7-319-8-383-9-455	28
4.	260-7-295-8-311-10-421-12-481-14-537	28
5.	280-8-304-10-394-12-442-15-577-20-617	28
6.	300-10-400-15-565-20-685	28
7.	340-10-400-15-550-20-750	27

8.	360-10-400-15-520-20-740-25-815	27
9.	380-15-500-20-700-25-850-30-910	27
10.	425-15-485-20-685-25-835-30-895	23
11.	425-15-470-20-670-25-820-30-910-35-1050	27
12.	440-20-560-25-785-30-875-35-1050-40-1170	27
13.	470-20-550-25-750-30-870-40-1230	26
14.	610-25-635-30-755-35-790-40-1270	19
15.	500-20-540-25-640-30-820-40-1260-50-1360	26
16.	550-25-625-30-745-35-780-40-1220-50-1470	25
17.	660-40-1100-50-1600	22
18.	1100-50-1300-60-1900	15
19.	1600-60-1900-100/2-2000-125/2-2250	12
20.	2000-125/2-2375	7
21.	2250-125/2-2500	5
22.	2500-125/2-2750	5
23.	500-20-700-25-900	19
24.	550-25-750-30-900	14
25.	700-40-1100-50-1300	15
26.	700-40-1100-50-1600	21
27.	1200-50-1300-60-1900	13
28.	1500-60-1800-100-2000-125/2-2500	17
29.	2250-125/2-2750	8

ANNEXURE-III
DETAILS OF THE REVISED PAY SCALES

Sl. No.	*Revised Pay Scales (Rs.)*	*Length (Years)*
1.	800-15-920-18-1118-21-1265	27

2.	830-15-890-18-980-21-1232-25-1357	27
3.	875-18-929-21-1160-25-1460	27
4.	920-21-1067-25-1242-30-1512-35-1617	27
5.	980-25-1230-30-1500-35-1675-40-1755	27
6.	1040-25-1215-30-1485-35-1590-40-1670-50-1920	27
7.	1140-30-1440-35-1580-40-1660-50-2160	27
8.	1200-35-1550-40-1630-50-2180-60-2360	27
9.	1260-35-1540-45-1630-55-2070-65-2460-75-2610	27
10.	1390-45-1615-55-2055-65-2445-75-2970	27
11.	1420-45-1555-55-1720-65-2305-75-3130	27
12.	1500-55-1665-65-2250-80-3210-100-3410	27
13.	1560-65-2210-80-3170-100-3570	27
14.	1640-65-2095-80-3135-100-3635	26
15.	1780-65-2040-80-3089-100-3780	25
16.	2200-80-3000-100-4000	21
17.	3000-100-3500-125-4750	16
18.	3700-125-4950-150-5700	16
19.	4500-150-6000	11
20.	5100-150-6300	9
21.	5900-200-6700	5
22.	3000-100-3200-125-4950-150-5700	22
23.	4500-150-5700-200-7300	17
24.	5900-200-7300	8

ANNEXURE—IV
CORRESPONDENCE BETWEEN THE EXISTING SCALES AND THE REVISED SCALES

Sl. No.	Existing Pay Scales (Rs.) (1)	Sl. No.	Revised Scales corresponding to the Existing Scales shown in Column (1) (Rs.) (2)
1	220-5-260-6-308-7-364-8-388	1	800-15-920-18-1118-21-1265
2	230-5-260-3-280-7-350-8-414	2	830-15-890-18-980-21-1232-25-1357
3	245-6-263-7-319-8-383-9-455	3	875-18-929-21-1160-25-1460
4	260-7-295-8-311-10-421-12-481-14-537	4	920-21-1067-25-1242-30-1512-35-1617
5	280-8-304-10-394-12-442-15-577-20-617	5	980-25-1230-30-1500-35-1675-40-1755
6	300-10-400-15-565-20-685	6	1040-25-1215-30-1485-35-1590-40-1670-50-1920
7	340-10-400-15-550-20-750	7	1140-30-1440-35-1580-40-1660-50-2160
8	360-10-400-15-520-20-740-25-815	8	1200-35-1550-40-1630-50-2180-60-2360
9	380-15-500-20-700-25-850-30-910	9	1260-35-1540-45-1630-55-2070-65-2460-75-2610
10	425-15-485-20-685-25-835-30-895	10	1390-45-1615-55-2055-65-2445-75-2970
11	425-15-470-20-670-25-820-30-910-35-1050	11	1390-45-1615-55-2055-65-2445-75-2970
12	440-20-560-25-785-30-865-35-1050-40-1170	12	1420-45-1555-55-1720-65-2305-75-3130
13	470-20-550-25-750-30-870-40-1230	13	1500-55-1665-65-2250-80-3210-100-3410
14	610-25-635-30-755-35-790-40-1270	14	1560-65-2210-80-3170-100-3570

Sl. No.	Existing Pay Scales (Rs.) (1)	Sl. No.	Revised Scales corresponding to the Existing Scales shown in Column (1) (Rs.) (2)
15	500-20-540-25-640-30-820-40-1260-50-1360	15	1640-65-2095-80-3135-100-3635
16	550-25-625-30-745-35-780-40-1220-50-1470	16	1780-65-2040-80-3080-100-3780
17	660-40-1100-50-1600	17	2200-80-3000-100-4000
18	1100-50-1300-60-1900	18	3000-100-3500-125-4750
19	1600-60-1900-100/2-2000-125/2-2250	19	3700-125-4950-150-5700
20	2000-125/2-2375	20	4500-150-6000
21	2250-125/2-2500	21	5100-150-6300
22	2500-125/2-2750	22	5900-200-6700
23	500-20-700-25-900	23	1390-45-1615-55-2055-65-2445-75-2970
24	550-25-750-30-900	24	1390-45-1615-55-2055-65-2445-75-2970
25	700-40-1100-50-1300	25	2200-80-3000-100-4000
26	700-40-1100-50-1600	26	2200-80-3000-100-4000
27	1200-50-1300-60-1900	27	3000-100-3200-125-4950-150-5700
28	1500-60-1800-100-2000-125/2-2500	28	4500-150-5700-200-7300
29	2250-125/2-2750	29	5900-200-7300

ANNEXURE-V
REVISED SCALES OF PAY OF POSTS/SERVICES [PARA 3(1)]

Sl.No.	*Posts/ Services*	*Existing Scale Rs.*	*Revised Scale Rs.*
(1)	(2)	(3)	(4)
1.	***All posts/services carrying existing scales shown in column (3).***	.220-388	800-1265
2.	Ditto	230-414	830-1357
3.	"	245-455	875-1460
3(a).	"	245-455 with higher initial start at 251.	875-1460
4.	"	260-537	920-1617
5.	"	280-617	980-1755
5(a).	"	280-617 with higher initial start at 334.	980-1755
5(b).	"	280-577 with higher initial start at 364.	980-1755
6.	"	300-685	1040-1920
6(a).	"	300-685 with higher initial start at 320.	1040-1920
6(b).	"	300-685 with higher initial start at 330	1040-1920,
6(c).	"	300-685 with higher initial start at 360	1040-1920 with higher initial start at 1115.
7.	"	340-750	1140-2160
7(a).	"	340-750 with higher initial start at 360	1140-2160
7(b).	"	340-750 with higher initial start at 380	1140-2160
8.	"	360-815	1200-2360

8(a).	Ditto	360-815 with higher initial start at 415	1200-2360
9.	"	380-910	1260-2610
9(a).	"	380-910 with higher initial start at 410	1260-2610
9(b).	"	380-910 with higher initial start at 440	1260-2610
9(c).	"	380-910 with higher initial start at 455	1260-2610
9(d).	"	380-910 with higher initial start at 470	1260-2610
9(e).	"	380-910 with higher initial start at 520	1260-2610
10.	"	425-895	1390-2970
11.	"	425-1050	1390-2970
11(a).	"	425-1050 with higher initial start at 455	1390-2970
11(b).	"	425-1050 with higher initial start at 470	1390-2970
11(c).	"	425-1050 with higher initial start at 490	1390-2970
11(d).	"	425-1050 with higher initial start at 510	1390-2970
11(e).	"	425-1050 with higher initial start at 530	1390-2970 with higher initial start at 1480
11(f).	"	425-1050 with higher initial start at 550	1390-2970 with higher initial start at 1480
11(g).	"	425-1050 with higher initial start at 570	1390-2970 with higher initial start at 1525
11(h).	"	425-1050 with higher initial start at 670	1390-2970 with higher initial start at 1945
12.	"	440-1170	1420-3130

12(a).	Ditto	440-1170 with higher initial start at 460	1420-3130
12(b).	"	440-1170 with higher initial start at 480	1420-3130
12(c).	"	440-1170 with higher initial start at 500	1420-3130
12(d).	"	440-1170 with higher initial start at 560	1420-3130 with higher initial start at 1465
12(e).	"	440-1170 with higher initial start at 585.	1420-3130 with higher initial start at 1555.
12(f).	"	440-1170 with higher initial start at 660.	1420-3130 with higher initial start at 1555.
13.	"	470-1230.	1500-3410
13(a).	"	470-1230 with higher initial start at 510.	1500-3410.
13(b).	"	470-1230 with higher initial start at 550.	1500-3410
13(c).	"	470-1230 with higher initial start at 575.	1500-3410
13(d).	"	470-1230 with higher initial start at 650.	1500-3410 with higher initial start at 1795.
13(e).	"	470-1230 with higher initial start at 675.	1500-3410 with higher initial start at 1860.
13(f).	"	470-1230 with higher initial start at 700.	1500-3410 with higher initial start at 1990.
13(g).	"	470-1230 with higher initial start at 810.	1500-3410 with higher initial start at 2120.
14.	"	610-1270.	1560-3570
14(a).	"	610-1270 with higher initial start at 665.	1560-3570 with higher initial start at 1820

14(b).	Ditto	610-1270 with higher initial start at 695.	1560-3570 with higher initial start at 1950.
14(c).	"	610-1270 with higher initial start at 725.	1560-3570 with higher initial start at 2015.
15.	"	500-1360.	1640-3635
15(a).	"	500-1360 with higher initial start at 565.	1640-3635
15(b).	"	500-1360 with higher initial start at 590.	1640-3635
15(c).	"	500-1360 with higher initial start at 670.	1640-3635 with higher initial start at 1900.
15(d).	"	500-1360 with higher initial start at 730.	1640-3635 with higher initial start at 2030.
15(e).	"	500-1360 with higher initial start at 790.	1640-3635 with higher initial start at 2095.
16.	"	550-1470.	1780-3780
16(a).	"	550-1470 with higher initial start at 600.	1780-3780
16(b).	"	550-1470 with higher initial start at 655.	1780-3780
16(c).	"	550-1470 with higher initial start at 715.	1780-3780 with higher initial start at 1975.
16(d).	"	550-1470 with higher initial start at 745.	1780-3780 with higher initial start at 2040
17.	"	660-1600	2200-4000
17(a).	"	660-1600 with higher initial start at 740.	2200-4000
17(b).	"	660-1600 with higher initial start at 780.	2200-4000
17(c).	"	660-1600 with higher initial start at 820.	2200-4000

17(d).	"	660-1600 with higher initial start at 940.	2200-4000 with higher initial start at 2440.
18.	"	1100-1900	3000-4750
19.	"	1600-2250	3700-5700
20.	"	2000-2375	4500-6000
21(a).	"	2250-2500	5100-6300
22.	"	2500-2750	5900-6700
23.	"	500-900	1390-2970
24.	"	550-900	1390-2970
25.	"	700-1300	2200-4000
26.	"	700-1600	2200-4000
27.	"	1200-1900	3000-5700
27(a).	"	1200-1900 with higher initial start at 1480.	3000- 5700
28.	"	1500-2500	4500-7300
29.	"	2250-2750	5900-7300

ANNEXURE–VI
REVISED SCALES OF PAY OF POSTS [PARA 3(2)]

(1)	(2)	(3)	(4)
Sl. No.	Name of service/post with qualification	Existing pay scale/special pay/allowance, etc.	Revised scale of pay and special pay
	State Government Sponsored or Aided Primary Schools/Junior Basic Schools (including Prebasic Schools).		

1.	Teacher (i) For Trained Matriculate/School Final/Madhyamik passed or equivalent.	300-685	1040-1920
	(ii) For Untrained Matriculate/Madhyamik passed or equivalent.	280- 617	980-1755
	(iii) For Non-Matric/Non School-Final/Non-Madhyamik passed school mother and craft teacher.	260-537	920-1617
2.	Head Teacher	(i) Grade pay as Teacher according to Serial No. 1 above. (ii) Special pay Rs.35/- for all	(i) Grade pay as Teacher according to Serial No. 1 above. (ii) Special pay Rs.70/- for all.
3.	Matron	230-414/- (to be redesignated as Attendant)	830-1357
4.	Group 'D'	220-388	800-1265

State Government Sponsored or Aided Secondary Schools up to Class XIII Stanadard

1.	Headmaster/Headmistress of High School /High Madrasah [Trained Graduate with Hons. degree or Second Class Masters degree holder (not less than 40% marks) with 10 years' teaching experience.]	(i) 660-1600 with higher initial start at Rs. 940/- plus special pay of Rs. 100/- for heads of H.S. schools only.	2200-4000 with higher initial start at 2440/- plus special pay of Rs. 200/- for heads of H.S. schools only.

(Special Hons. is not eligible)	(ii) 660-1600 with higher initial start at Rs. 940/- for Secondary schools. In case of an existing integrated secondary school if the morning section and day section are under the same administration the Headmaster/ Headmistress shall draw a special pay of Rs. 75/- per month or any Assistant Teacher of the day section who is incharge of the morning section shall draw a special pay of Rs. 75/- per month in addition to his/her pay according to qualification.	2200-4000 with higher initial start at Rs. 2440/- for secondary schools. In case of an existing integrated secondary school if the morning section and day section are under the same administration the Head of the Institution shall draw a special pay of Rs. 150/- per month or any Asstt. Teacher of the day section who is in charge of the morning section shall draw a special pay of Rs. 150/- per month in addition to his/her grade pay according to qualification.
	(iii) Teacher incharge of X class secondary school shall draw pay of Asstt. Teacher according to his qualification plus special pay of Rs. 75/- per month.	(iii) Teacher incharge of X class secondary schools shall draw pay of Asstt. Teacher according to his qualification plus special pay of Rs.150/- per month.
	(iv) Teacher incharge of XII class secondary school shall draw pay of Asstt. Teacher according to his qualification plus special pay of Rs. 100/- per month.	(iv) Teacher incharge of XII class secondary schools shall draw pay of Asstt. Teacher according to his qualification plus special pay of Rs. 200/- per month.

2.	Asstt. Headmaster/Asstt. Headmistress of High and Higher secondary School trained graduate with Hons. including special Hons. or Master's degree with 5 years' teaching experience.	Pay according to qualification plus special pay of Rs. 75/- per month.	Pay according to qualification plus special pay of Rs. 150/- per month.
3.	Headmaster/Headmistress of Junior High School/Junior High Madrasah(Existing trained graduate with 3 years' teaching experience) or trained graduate with Hons. or Masters' degree with 5 years' teaching experience (Special Hons. is not eligible).	Pay according to qualification plus special pay of Rs. 75/- per month.	Pay according to qualification plus special Pay of Rs. 150/- per month.
	Assistant Teacher		
4.	Trained Masters' degree holder/Master's degree in Physical Edn./ Mastger's degree in Work Education.	550-1470	1780-3780
5.(i)	Trained Hons. graduate (including Special Hons.) 500-1360	1640-3635	(ii)
(iii)	Old Course B. Com. appointed before 24.12.1966.		
6.(i)	Trained Graduate	440-1170	1420-3130

(ii)	Two Sanskrit title holder of Bangiya Sanskrit Siksha Parishad or equivalent with 5 years' teaching experience.		
(iii)	M.M. title holder of West Bengal Madrasah Education Board with 5 years' teaching experience.		
(iv)	5 years' diploma holder in Art and Craft from Govt. College of art and Craft or degree.		
(v)	Teacher with B.Mus. degree.	,	
(vi)	Graduate teacher with Physical Education degree or Work Education degree.	,	
(vii)	Graduate Teacher of Physical Edn./Work Education Group with 1-year approved Diploma of Physical Education or Work Education.		
7.(i)	Teachers with Diploma in Engineering/Work Education.	425-1050	1390-2970
(ii)	Teacher with 3 year approved Diploma in Craft/Arts/Sewing & Needle Craft/Music.		
8.	Teacher with Sub-Overseer's Certificate.	380-920	1260-2610

9.(i)	Teacher with Part I B.A./ B.Sc./ B.Com. or Intermediate.	360-815	1200-2360
(ii)	Matriculate with one Sanskrit title (Kabyatirtha or Byakarantirtha) of Bangiya Sanskrit Sikhsha Parishad or equivalent.		
(iii)	Matriculate with 2 years' training certificate from a recognised Institution or with 10 years' practical experience.		
(iv)	Matriculate with Kovid.		
(v)	Teacher with two recognised Sanskrit titles of Bangiya Sanskrit Siksha Parishad or equivalent with less than 5 years' teaching experience.		
(vi)	M.M. with less than 5 years' teaching experience.		
(vii)	Teacher with one Sanskrit title of Bangiya Sanskrit Sikhsha Parishad or equivalent with 5 years' teaching experience.		
(viii)	F.M. passed of West Bengal Madrasah Education Board.		
(ix)	Under graduate teacher with training in Physical Education.		

(x)	Workshop Instructor with more than 10 years' experience.		
10.(i)	Other trained Matriculate teacher	300-685	1040-1920
(ii)	Non-Matric teacher with certificate in Music from recognised Institution.		
(iii)	Matriculate with one-year craft training.		
(iv)	Non-Matric Teacher with 2 years' training certificate from recognised Institution.		
(v)	Workshop Instructor with less than 10 years' experience.		
(vi)	Agricultural Instructor		
11.	Untrained Matriculate or S.F. or equivalent examination passed.	280-617	980-1755
12.(i)	Non-Matric/V.M. Teacher.	260-537	920-1617
(ii)	Work Education Assistant.		
13.	Librarian Master's degree holder with recognised Diploma in Library Science.	440-1170 with higher initial start at Rs.560/-.	1420-3130 with higher initial start at Rs.1465/-
14.	Graduate with recognised Diploma in Library Science.	550- 900	1390-2970
15.	Matriculate with recognised certificate in Librarianship.	300-685	1040-1920
16.(a)	Non-Matric Librarian (existing)	260-537	920-1617

(b)	Non-Matric Library Assistant.	280-617	980-1755
17.	Clerk Matriculate/School Final or equivalent.	300-685 Special pay of Rs.45/- shall be allowed to one clerk for additional work in H.S. School where no additional clerk for H.S. section was/will be sanctioned.	1040-1920 Special pay of Rs.75/- pwe month shall be allowed to one clerk for additional work in H.S. school where no post of clerk for H.S. section was/will be sanctioned.
18.	Non-Matric(existing clerk).	260-537	920-1617
19.(i)	Group 'D' employee.	220-388	880-1265
		(i) If any Group 'D' staff not appointed as Night Guard perform duties as Night Guard in addition to his normal duties he shall get a special pay of Rs.20/- p.m.	(i) If any Group 'D' staff not appointed as Night Guard performs duties as Night Guard in addition to his normal duties he shall get a special pay of Rs.50/- p.m.
		(ii) Special pay of Rs.30/- p.m. shall be allowed to one Group 'D' staff for additional work in H.S. school where no additional post was/will be sanctioned.	(ii) Special pay of Rs.50/- shall be allowed to one Group 'D' staff for additional work in H.S. school where no additional post was/will be sanctioned.
(ii)	Laboratory Attendant.		
(iii)	Workshop Attendant.		

ANNEXURE - VII

	Posts	Revised rate of Special pay
(1)	Posts borne in revised pay scale Nos. 1 & 2.	Double the existing rate of special pay subject to a minimum of Rs.10/- and a maximum of Rs.40/-

Posts		Revised rate of Special pay
(2)	Posts borne in revised pay scale Nos. 3 & 4.	Double the existing rate of special pay subject to a minimum of Rs.10 and a maximum of Rs.60/-
(3)	Posts borne in revised pay scale Nos. 5, 6, & 7.	Double the existing rate of special pay subject to a maximum of Rs.80/-
(4)	Posts borne in revised scale Nos. 8,9 & 10.	Double the esisting rate of special pay subject to a maximum of Rs.100/-
(5)	Posts borne in revised pay scale Nos. 11,12 & 13.	Double the existing rate of special pay subject to a maximum of Rs.150/-
(6)	Posts borne in revised pay scale Nos. 14 & 15.	Double the existing rate of special pay subject to a maximum of Rs.200/-
(7)	Posts borne in revised pay scale Nos. 16 to 20, 22 & 23.	(i) For existing rate of special pay upto Rs. 150/- double the existing rate. (ii) For existing rate of special pay above Rs.150/- double the existing rate subject to a maximum of Rs.350/- (iii) For posts of Joint Secretary and equivalent, Rs.400/-
(8)	Posts borne in pay scale Nos. 21 & 24.	Nil.

ANNEXURE—VIII-A

FORM OF OPTION

[TO BE USED BY ALL OTHER THAN THOSE GOVERNED BY PARA 5(2) OF THE ORDER]

I............ have read carefully the contents of Memo No. 33 Edn. (B) dated 7.3.1990 and I hereby agree to abide by the terms and conditions stipulated therein of my service.

(i) I .... hereby elect for the revised scale of Rs .... of my substantive/officiating/temporary post with effect from 1st January, 1986.

(ii) I.......... hereby elect to continue in the existing scale of pay Rs............. of my substantive/officiating/temporary post mentioned below till............ 19.............. and to come under the revised scale of Rs..............with effect from .... 19..............

Station.
Date.

Signature
Name
Designation

(Substantive/Officiating/Temporary)
Name of the Institution
District
Signature
Head of the Institution

Note : The option once exercised is final. The employees should opt to come under the revised scale on any date between 1st January, 1986 and 1st January, 1990, after reading carefully the provisions of Memo No. 33-Edn(B), dated 7.3.1990, No change of option shall be allowed under any circumstances.

ANNEXURE—VIII-B

FORM OF OPTION

[TO BE USED BY THOSE GOVERNED BY THE SECOND PROVISO TO PARA 5(2) OF THE ORDER]

I....... have read carefully the contents of Memo No. 33-Edn(B), dated 7.3.1990 and I agree to abide by the terms and conditions stipulated therein and I will not apply for extension of my service on attaining the age of superannuation prescribed in para 7 of the order.

(i) I...... hereby elect for the revised scale of Rs.... of my substantive/Officiating/temporary post with effect from 1st January, 1986.

(ii) I....... hereby elect to continue in the existing scale of pay of Rs...... of my substantive/officiating/temporary post mentioned below till.....19..... and to come under the revised scale of Rs..... with effect from ....19.....

Station :
Date

Signature
Name
Designation

(Substantive/Officiating/Temporary)
Name of the Institution
District
Signature
Head of the Institution.

Note : The option once exercised is final. The employees should opt to come under the revised scale on any date between 1st January, 1986 and Ist January 1990, after reading careful by the provisions of Memo No. 33-Edn.(B), dated 7.3.1990. No change of option shall be allowed under any circumstances.

ANNEXURE—VIII-C

FORM OF OPTION

[TO BE USED BY THOSE GOVERNED BY THE SECOND PROVISO TO PARA 5(2) OF THE ORDER]

I..........have read carefully the contents of Memo No. 33-Edn.(B), dated

7.3.1990 and I agree to abide by the terms and conditions stipulated therein. I agree to retire from service on ....

(i) I .... hereby elect for the revised scale of Rs.......... of my substantive/officiating/temporary post with effect from 1st January, 1986.

(ii) I .... hereby elect to continue in the existing scale of pay of Rs.......... of my substantive/officiating/temporary post mentioned below till.......... 19 .... and to come under the revised scale of Rs.......... with effect from .... 19 ....

Station

Date

Signature
Name
Designation
(Substantive/Officiating/Temporary)
Name of the Institution
District
Signature
Head of the Institution.

Note : The option once exercised is final. The employees should opt to come under the revised scale on any date between 1st January, 1986 and 1st January, 1990, after reading carefully the provisions of Memo No. 33-Edn.(B), dated 7.3.1990. No change of option shall be allowed under any circumstances.

ANNEXURE—IX
FORM OF FIXATION OF INITIAL PAY IN THE REVISED SCALE, 1990 AS PER MEMO NO. 33-Edn (B), dated 7.3.1990

1. Name of the Institution.......
2. Name and designation of the employee............
3. Date from which he/she elects to come under the revised scale of pay :
   (a) In substantive post ....
   (b) In officiating/temporary post ....
4. Existing scale of pay :
   (a) In substantive post..........
   (b) In officiating/temporary post ....
5. Revised scale of pay :
   (a) In substantive post ....
   (b) In officiating/temporary post ....
6. Special pay, if any, in the existing scale of pay :
   (i) (a) In substantive post ....
   (b) In officiating/temporary post ....
   (ii) Whether retained / not retained in addition to the grade pay in the revised scale of pay and, if so the amount..........

	Substantive post	*Officiating/ Temporary post*	*Remarks*
7. Existing emoluments as defined para 2(1)-(i) Basic pay in the existing scale....... (ii) Dearness pay, additional dearness allowance and ad-hoc dearness allowance appropriate to the Basic pay admissible at index average 608(1960-100)...... (iii) Interim Relief..... Add : 20% of the basic pay in the existing scale subject to a minimum of Rs. 75/-			
Grand Total			

8. Pay fixed under the revised scale of pay (Vide rule 8)
   (i) Basic pay
   (ii) Personal pay
   (iii) Special pay

Total

9. Date of effect :

10. Date of next increment :

Signature of the Head of the Institution
Secretary/Administrator.
Name of the Institution
Office Seal

(For use in the District Inspector of Schools/District School Board).

Verified and found correct
Not checked

Signature of the Checking Authority
Designation...

Date...

GOVERNMENT OF WEST BENGAL
Education Department
Budget Branch

No.100(6)-Edn(B)/IM-3/90 Dated, Calcutta, the 20th April, 1990

From : Shri J.M. Chatterjee,
Deputy Secretary to the Govt. of West Bengal.

Sub : Grant of ad-hoc bonus to the employees of State aided non-Govt. educational institutions and other sponsored/aided organisations.

The undersigned is directed by order of the Governor to say that the Governor has been pleased to direct that all whole-time approved teaching and non-teaching of recognised aided/sponsored non-govt. educational institutions and other sponsored/aided organisations as are enlisted in the statement annexed hereto will get ad-hoc bonus equivalent to 25 days' emoluments for the accounting year, 1989-90.

2.1. The ad-hoc bonus for the year 1989-90 as mentioned above, will be computed on the basis of the actual emoluments not exceeding Rs.2,500/- p.m. as on 31.3.90. Maximum amount will however, be restricted to the amount admissible to those drawing emoluments of Rs.1,600/- p.m. For the employees drawing monthly emoluments of more than Rs.1,600/- p.m. but not exceeding Rs.2,500/- p.m., the ad-hoc bonus will be calculated as if the emoluments were Rs.1,600/- p.m. The upper ceiling limit of Rs.2,500/- p.m. as on 31.3.90 will be applicable irrespective of whether the emoluments are drawn in the pre-revised or revised scale of pay.

2.2. The benefit will be admissible subject to the following terms and conditions :

(i) Only those employees who were in service on 31.3.90 and have rendered at least 6 month's of continuous service during 1989-90 will be eligible for payment under this order.

Pro-rata payment will be admissible to the eligible employees for periods of continuous service during the year ranging from 6 months to a full year, the eligibility period being taken in terms of number of months of service (rounded up to the nearest number of months).

(ii) Quantum of ad-hoc bonus admissible under this order will be worked out on the basis of emoluments as admissible on 31.3.90, The term 'emoluments' in this order will mean and include basic pay, personal pay, special pay, fixed pay, dearness allowance, deputation (duty) allowance and steno allowance, but will not include specialist pay and other allowance such as house rent allowance, medical allowance, compensatory allowance etc., in case of those teaching and non- teaching staff who will opt for drawing pay and allowances in the revised scale under Education Department Memo No. 32-Edn(B) dated 7.3.90 and for those drawing pay in the unrevised scale would mean and include basic pay, fixed pay, personal pay, special pay, dearness pay, dearness allowance, additional dearness allowance, deputation (duty) allowance, steno allowance and interim relief but will not include other specialist pay or allowances such as house rent allowance, medical allowance, compensatory allowances, etc.

2.3. Wherever the ad-hoc bonus calculated in accordance with these guidelincss become less than the ex-gratia grant drawn by the employees on the last occasion, the employees concerned will be entitled to ex-gratia grant at the rate drawn during that year.

3.1 The Governor has also been pleased to direct that the teaching non-teaching staff of the Dearness Allowance getting Anglo Indian Schools, Dearness Allowance getting Primary, Jr. Basic, Pre- basic (Nursury Schools) and D.A. getting Sanskrit tols and D.A. getting staff of aided Primary Schools may be paid ad-hoc bonus equivalent to 25 day's Government D.A. granted to them for the year, 1989-90 subject to the following conditions :

(i) Only those employees who were in service on 31.3.89 and have rendered at least 6 months of continuous service during the year, 1989-90 and also whose emoluments did not exceed Rs.2,500/- per month, as on 31.3.89 will be eligible to get ad-hoc bonus under this order.

(ii) Admissible amount of ad-hoc bonus should be restricted to the amount admissible on the basis of Dearness Allowance component admissible to the employees having emoluments upto Rs.1,600/- per month, during the accounting year, 1989-90.

(iii) If any school authorities sanction ad-hoc bonus/ex-gratia to their employees out of their own funds over and above the amount under this order the sum total of the Government share as is being agreed to plus the school share will not exceed the amount payable to the teaching and non-teaching employees in Government and Government aided schools drawing corresponding emoluments.

(iv) The State Government will bear the expenditure on this account only up to the portion of the amount computed on the basis of the Dearness Allowance component as borne by the State Government.

4.1. The Governor has been further pleased to direct that such whole-time approved teaching and non-teaching staff of recognised aided/sponsored non-Government educational institutions and other sponsored/aided organisations as are enlisted in the statement annexed hereto and in paragraph 3.1, of this order who superannuate or died in harness before the 31st of March, 1989 after completing at least 6 months' regular service during the year, 1989-90 shall be eligible for ad-hoc bonus sanctioned in this order on pro-rata basis.

5.1. The Muslim employees may be allowed to draw ad-hoc bonus before the Festival of Id-ul-Fitre which falls on 27.4.90. Others may draw the same alongwith their salary bills for August, 1990.

6.1 The charge on this account shall be debited to the detailed head, "Ad-hoc Bonus" under the respective minor and sub-heads subordinate to the major heads, "2202-General Education", "2203-Technical Education" and "2205-Art and Culture" in the budget for the year, 1990-91, whereunder additional funds, if required, will be provided by diversion from the "Lump Provisions for Ad-hoc Bonus" under the aforesaid heads of account.

7.1. This order issued with the concurrence of the Finance Department vide their U/O No. Group "p" 563 dated 19.4.90 and No. Group "p" - 1257 dated 20.4.90.

8.1 The Accountant General, West Bengal, the Pay and Accounts Officer, Calcutta Pay and Accounts Office and the Treasury Officer are being informed.

Sd/-J. M. Chatterjee

Deputy Secretary to the Govt. of West Bengal.

GOVERNMENT OF WEST BENGAL
Directorate of School Education
Grant-in-aid Section

No.1404(18)G.A. Dated 15.5.1990.

In continuation of this Directorate Memo No. 860-G.A. dt, 30.3.90 the undersigned has to state that the Directorate is aware of the fact that the implementation of G.O. No 33-Edn(B) dt. 7.3.90 in respect of teaching and non-teaching employees of recognised aided Secondary Institutions will be a longdrawn process as well as a laborious one. At the same time, maximum possible accuracy in minimum time is also to be aimed at and priority is to be fixed in proper manner. The Directorate also feels it necessary that a uniform procedure in respect of fixation of pay and payment of salaries including arrears in the revised rates as per G.O. No. 33-Edn(B) dt. 7.3.90 should be followed by the office of all the District Inspector of Schools(SE). So a model procedure, keeping in view the points above, is laid down below. All the District Inspector of Schools(SE) are requested to follow the same procedure.

First of all, the District Inspector of Schools will ask the school authorities under their jurisdiction to submit at least 3 (three) copies of option exercised by the teachers and non-teaching staff in terms of G.O. No. 33-Edn(B) dt. 7.3.90 as well as at least 3 copies of Annexure — IX of above quoted G.O. to the D.I/S (SE) within 30.6.90. The school authorities will invariably enclose up dated Service Book, copy of approval of appointment and a copy of approved staff pattern with subsequent authorised revisions. In addition to that they will have to submit consolidated statement duly filled in the Proforma enclosed. The cases of fixation of pay of the staff should be prepared by the School and submitted in 4 (four) separate, consolidated statements in the following order :-

Statement A should contain only the cases of those staff who have already retired or will retire between 1.1.88 to 4.6.90. District Inspector of Schools will have to dispose of fixation and payment of salaries including arrears within two months.

Statement B will include the cases of those staff who will retire within 31.3.91 DI/S (SE) should ensure that fixation of pay of those staff is completed within 31.10.90.

The fixation cases of those staff who have exercised option to G.O. No. 33-Edn(B) dt. 7.3.90 but do not figure in the above two statements should be dealt with in statement - C. The fixation of pay of these staff should be completed within current financial year.

The School authorities will have to furnish a list in general form termed as statement D showing names of the staff who have not exercised option to G.O. No. 33-Edn(B) dt. 7.3.90. They are to be paid in the unrevised scale of pay and as per existing terms and conditions of that scale of pay.

In order to ,provide immediate benefits contained in G.O. 33-Edn(B) dt. 7.3.90. District Inspector of Schools may release salaries provisionally in revised rates on the basis of option exercised and pay fixed by the school authorities after obtaining a written undertaking from the staff concerned to that effect. They will be liable to refund any overpayment made to then in releasing salaries provisionally in revised rates before their pay fixations are verified by the Dist. Inspector of

Schools(SE). Allotment for this purpose will be placed at the disposal of DI/S (SE) only when requisition for this provisional payment is submitted to the D.D.S.E. (GA). This payment should be made only after fund is placed for this purpose. The procedure of releasing revised salaries on provisional basis may continue till their pay fixations are verified by DI/S(SE)

All the Dist. Inspector of Schools(SE) are requested to verify the pay structure right from the date of appointment with reference to the documents/informations as stated above. Service Books should invariably be consulted while verifying pay fixation in the revised scale.

Dist. Inspector of Schools may constitute team/teams consisting of experience officers of their Inspectorate for the purpose of verification if necessary. The work may be undertaken in the Subdivisional Offices or camps may be set up for this purpose in convenient places.

Sd/- Illegible

Dy. Director of School Education(GA) (West Bengal.)

GOVERNMENT OF WEST BENGAL

Educational Department, Budget Branch

No. 156.Edn(B)/IM-6/90 Pt.III Dated Calcutta, the 8th June, 1990.

MEMORANDUM

The undersigned is directed by order of the Governor to say that the last date of exercise of option by the employees as defined in sub-paragraph (c) of paragraph 2 of this Department Memo No. 33-Edn(B) dated the 7th March, 1990 to come under the revised scales of pay in accordance with the provisions contained in the aforesaid memo which in terms of sub-paragraph(1) of paragraph 5 of the said memo stood fixed on the 4th of June, 1990, shall stand extended to the 30th June, 1990.

2. It might so happen that a good number of employees who have attained 60 years of age by the 4th of June, 1990, may opt to come under the revised scales by that date and that as a result, in terms of the existing provision contained in the aforesaid memo, will retire on the 4th of June, 1990, before they would come to know of the extension of the last date to the 30th of June, 1990 in terms of this order. Since such option once exercised in final, the Governor is further pleased to decide that any such employees should be deemed to continue in service till the 30th of June, 1990, even if they have already opted to retire by the 4th of June, 1990.

3. The provision contained in sub-paragraph (1) of paragraph 5 of this Department Memo No. 33-Edn(B) dated the 7th March, 1990 should be deemed to have been amended to the extend indicated herein above.

4. This order issues in pursuance of the orders passed on the 1st of June, 1990 by the Hon'ble High Court at Calcutta and with the concurrence of the Finance Department vide their unofficial No. Group-P 2040 dated the 8th June, 1990.

5. The Accountant General, West Bengal, the Pay and Accounts Officer, Calcutta, Pay and Accounts Office and the Treasury Officers are being informed.

Sd/-N.K.S.Jhala

Secretary to the Government of West Bengal.

GOVERNMENT OF WEST BENGAL
Directorate of School Education
Grant-in-Aid Section. Memo

No. 1716-GA / CM-5/90 Dated, Calcutta, the 22nd June, 1990.

It has been reported to the Directorate that many school authorities have submitted options exercised by the teaching and non-teaching staff of aided recognised secondary Institutions alongwith claim for revised scale of pay to the Office of D.I. of Schools (SE). The question of payment of salaries in the revised scale of pay introduced in term of G.O. No. 33-Edn(B) dt. 7.3.90 has been carefully considered by the Directorate. It has now, been decided that D.I. of Schools (SE) may release salaries provisionally as per revised rate in terms of G.O. No. quoted above from the current month to such staff whose options have been submitted to the office of D.I. of Schools (SE) alongwith an undertaking to the effect that they will be liable to refund overpayment, if any, made to them in releasing salaries provisionally following revised rates before their fixations are verified by the D.I. of Schools (SE). But the question of arrears may be considered by the D.I. of Schools (SE) only when their pay fixations are verified in reference to information/documents asked for Vide this office No. 1404(18) GA dt, 15.5.90 and grants-in-aid is released for the purpose of arrear payment.

The Dist. Inspectors of Schools'(SE) are hereby authorised to utilise funds already placed at their disposal in terms of this office No. 1698-GA dt. 18.6.90, 1699-GA dt. 18.6.90 and this office No. 1708-GA dt. 19.6.90 for this purpose. The monthly requirement of fund in releasing salaries as per revised rates should immediately be made known to D.D.S.E. (G.A.), West Bengal by such officers.

Sd/- A.P. Basu
Director of Secondary Education,
West Bengal

GOVERNMENT OF WEST BENGAL
Education Department

Memo No. 219-Edn(B) / IM 6/pt. III Dated Calcutta the 10th July, 1990

MEMORANDUM

The undersigned is directed by order of the Governor to say that the last date of exercise of option by the employees as defined in sub-paragraph (s) of Paragraph 2 of this Department Memo No. 33-Edn (B) dated the 7th March, 1990 to come under the revised scales of pay in accordance with the provisions contained in the aforesaid memo which terms of this Department Memo No. 156-Edn(B) dated the 8th June, 1990 stood extended upto the 20th of July, 1990.

2. The Governor is further pleased to decide that such employees who attained or will attain 60 years of age by the 30th of June, 1990, who have already opted or will opt to come under the revised scales of pay by that date in terms of the existing provision contained in the aforesaid memo, as a result of which they have retired or would retire on the date of exercise of such option which once exercised is final, shall be allowed to continue in service till the 20th of July, 1990, even if they already opted to retire by the 30th of June, 1990.

3. The provision contained in sub-paragraph (i) of paragraph 5 of this Department Memo No. 33-Edn(B) dated the 7th March, 1990 should be deemed to have been amended to the extent indicated here in above.

4. This order issues in pursuance of the orders passed on the 27th of June, 1990 by the Hon'ble High Court at Calcutta and with the concurrence of the Finance Department vide their unofficial No. Group P 2488 dated the 9th July, 1990.

5. The Accountant General, West Bengal, the Pay and Accounts Officer, Calcutta, Pay & Accounts Office and the Treasury Officers are being informed.

Sd/- N.K.S. Jhala
Secretary to the Government of
West Bengal.

GOVERNMENT OF WEST BENGAL
Education Department
Budget Branch
Writer's Buildinbg, Calcutta-700 001.

No. $\frac{\text{338- Edn (B)}}{\text{IM- 6/90 III}}$ Dated Calcutta, the 26th July, 1990.

MEMORANDUM

The undersigned is directed by order of the Governor to say that the 1st day of exercise of option by the employees as defined in sub-parapgrah(O) of paragraph 3 of this Department Memo No. 33-Edn(B) dated the 7th March, 1990 to come under the revised scales of pay in accordance with the provisions contained in the aforesaid memo which in terms of this Department Memo No. 156-Edn(B) dated the 8th June, 1990 and No. 219-Edn(B) dated the 10th July, 1990 stood extended to the 20th of July, 1990 shall stand further extended upto the 1st of August, 1990.

2. The Governor is further pleased to decide that such employees who attained or will attain 60 Years of age by the 20th of July, 1990, who have already opted or will opt to come under the revised scales of pay by that date in terms of the existing provision contained in the aforesaid memo, as a result of which they have retired or would retire on the date of exercise of such option which once exercised is final, shall be allowed to continue in service till the 1st of August, 1990, even if they have already opted to retire by the 20th of July, 1990.

3. The provision contained in sub-paragraph (i) of paragraph of 5 of this Department Memo No. 33-Edn(B) dated the 7th March, 1990 should be deemed to have been amended to the extent indicated hereinabove.

4. This order issues in pursuance of the orders passed on the 18th of July, 1990 by the Hon'ble High Court at Calcutta and with the concurrence of the Finance Department vide their unofficial No Group P 17th dated the 26th July, 1990.

5. The Accountant General, West Bengal, the Pay and Accounts Officer, Calcutta Pay & Accounts Office and the Treasury Officers are being informed

Sd/- N.K.S. Jhala.
Secretary to the Government of
West Bengal.

GOVERNMENT OF WEST BENGAL
Directorate of School Education
Grant-in-aid Section

Office Memo No. 1702-G A   Dated, Calcutta the 19th June, 1990.

Sub : Implementation of G. O. No. 33-Edn (B) dt. 7.3.90 in respect of employees of Recognised Non-Govt. Aided Secondary Institutions.

In reference to the G.O. No. quoted above clarification on certain points have been sought for by the Dist. Inspectors of Schools (SE) Education Deptt. has already, been moved to clarify the points which are not covered in the above G.O. in respect of other points Dist. Inspector of Schools (SE) are requested to follow the observations given below on the basis of G.O. No. 33-Edn (B) dt. 7.3.90.

Point	Observation
1. If one intends to retain existing scales of pay whether he will have to exercise option.	1. No provision has been made in G.O. No. 33-Edn(B) dt. 7.3.90 in this respect. So those who are willing to retain existing scale of pay need not exercise option.
2. Whether a teacher who is on extention and has exercised option ROPA'90 on 4.6.90 may be allowed to continue to 30.6.90.	2. In terms of G.O. No. 156 Edn(B) dt. 8.6.90 the teacher has been permitted to retire on 30.6.90.
3. Whether an employee who has already retired on or after 1.1.86 will have to exercise option to 33-Edn(B) dt. 7.3.90.	3. The answer is affirmative provided he/she is willing to come under ROPA '90.
4. Whether the benefit of increments for completion of every 10/20 years of services will be admissible even after the date of effect of action exercised ?	4. In terms of para 16 (2) of the G.O. 10/20 years continuous and satisfactory services is to be counted from the date of appointment. So the benefit contained in above para will be admissible as and when the condition is fulfilled.
5. When a teacher possesses continuous services as a clerk as Class- IV employee of a H/S or as a teacher of primary school, whether such services will count as continuous services for the purpose of Para 16(2) of the G.O.	5. The answer is negative. Here continuous services is to be counted from the date of appointment in the post of Asstt. Teacher of High School.
6. Whether continous services as contained in para-16(2) of the G.O. is to be counted from the very date of appointment or from the date of improvement of qualification where qualification has been improved ?	6. If the nomenclature of the Post is not changed due to improvement of qualification, experiences is to be counted from the date of appointment.

Point	Observation
7. Whether a Headmaster/Headmistress continuous service as Asstt. Teacher and has altogether completed more than 10/20 years of service is eligible to draw one/two additional increments for his/her total period of service.	7. Continuous service for the purpose of Para 16(2) of the G.O. is to be counted from Date of appointment as H/M. Whether the nature of post is changed due to fresh appointment. Continuous service, should be counted from the date of appointment in the new post.
8. Whether an AHM drawing pay as per qualification plus special pay will be eligible to draw additional increment as per 16(2) for his total period of service including that as A/T or his experience is to be counted from the date of appointment as AHM ?	8. The point has been referred to Education Deptt. for clarification.
9. Whether an employee who was in service on 1.1.86 and died between any date from 1.1.86 to 1.1.90 may be allowed benefits of revised scale of pay considering the fact that he/she could not exercise option to ROPA 1990.	9. This has also been referred to Education Department.
10. Whether the Teacher in-charge appointed after 1.4.81 may be special pay of Rs.150 P.M. as provided in the G.O. No. 33-Edn(B) dt. 7.3.90 ?	10. The under qualified H/M appointed before 1.4.81 and termed as Teacher-in-charge in terms of G.O. No. 54-Edn(B) dt. 5.3.86 is entitled to the special pay provided in the ROPA '90.
11. Whether the benefit of Special Pay of Rs.75/- to the clerk or Rs.50/- to the Group-D staff may be extended to the above employee of X-class H/S and Junior H/S also ?	11. The provisions of such special pay have been made in Para 9 (2) & (3) of the G.O. but before allowing the such benefit, conditions laid down in point No. 17, 19(i) & 19 (ii) should strictly be followed.
12. If one teacher of a particular group improves his/her qualification in a subject relevant to other group and takes classes in that subject in addition to his/her normal classes whether he/she is entitled to higher scale of pay on the basis of improved qualification in irrelevant subject considering his orginial group of apointment. ?	12. The matter has been referred to Education Department.
13. What will be the procedure to be adopted in regard to deposit of arrears for the period from 1.1.80 to 31.8.89 in P.F. Account of the employee.	13. Govt. has been requested for issue of an order.

Point	Observation
14. Whether approval of D.I/S (SE) is required for allowing additional increments for completion of 10/20 years experience/next higher scale of pay on completion of 18 years of continuous service or for allowing higher scale for improvement of qualification ?	14. The appointing authority is competent to fix pay as per rules. It should be immediate brought to the notice of the D/I. of schools for financial effect as well as verification on the fixation. Accordingly D/I/S. may call for pass as required by him.
15. Whether all employee appearing in the clause 16(2) of the rule refers to employees belonging to scale No (1) to (12) or from scale No.(1) to (20).	15. Employees holding sale No (1) to (29) is entitled to get the benefit contained in para 16(2) of the G.O.
16. If an untrained teacher who may be granted increments upto 5 years gets himself trained later within 10 years, to be entitled to all the increments so withheld.	16. The answer is negative, the teacher may be granted the increment on the date following the date of completion of B.T.B. ED. Exam. Theo. & Prac.
17. In some cases the gross salary of a librarian appointed after 1.1.86 and enjoying the scale of Rs. 500/- become less as per ROPA '90. How pay will be fixed ?	17. Specific cast may be forwarded with all papers.

Sd/- J. Datta,
for Director of School Education,
West Bengal.

GOVERNMENT OF WEST BENGAL
Education Department
Budget Branch.

MEMORANDUM

No. 229-Edn(B) / IM-6/90 — Dated, Calcutta, the 21st July, 1990.

It has been provided in para 5 of Education Department's Memo No 33-Edn(B) dated the 7th March, 1990 that teachers and non-teaching employees of Government aided/Sponsored educational institutions who were in service on the 31st December, 1985 may, at their discretion retain their existing scales of pay and existing terms and conditions of service. Accordingly, teachers and non-teaching employees of Government aided/sponsored educational institutions (Primary and Secondary Schools etc.) who were in service on the 31st December, 1985 and who choose to retain their existing scales of pay and existing terms and conditions of service are entitled to draw medical allownce at the existing rate, i.e. at the rate of Rs.16.70 per month.

The Governor is now pleased to decide, in order to give some additional benefit to teachers and non-teaching employees of Government aided/sponsored educational

institutions who are in service on the 31st December, 1985 and who choose to retain their existing scales of pay and existing terms and conditions of service that medical allowance at the enhanced rate of Rs.30/- per month will be allowed to this category of teaching and non-teaching employees also with effect from the 1st January, 1988.

This order issues with the concurrence of the Finance Department vide their U/o No. Group 'P' No. 2512 dated 10.7.90.

By Order of the Governor.
Sd/- N.K.S. Jhala
Secretary to the Government of West Bengal.

GOVERNMENT OF WEST BENGAL
Education Department
Budget Branch

No: $\frac{328-\text{Edn(B)}}{\text{IM}-6/90}$ Dated, Calcutta, the 3rd Sept., 1990.

MEMORANDUM

In continuation of the this office Memo No. 231 Edn.(B) dated 25.7.90, the undersigned is directed by order of the Governor to say that in pursuance of the rorder passed by the Honourable High Court on the 15th July '90 in C.O. Nos. 6605(W) and 6606(W) of 1990 (copy enclosed), employees covered under this Department Memo No 33-Edn.(B) dated the 7th March, 1990 who attained 60 years of age on or before 1.8.90 or would attain 60 years of age during the pendency of the consideration of the prayer for interim relief and/or the decision in the writ petitions as the case may be, may be allowed to continue in service by the prescribed authorities if they seek extension as per existing rules.

The undersigned is further directed to say that such extension in service will be co-terminus with the date of the order which may be passed by the Honourable High Court on the prayer for interim relief and/or the decision in the Writ petitions, as the case may be and it shall for all purposes be subject to the directions which the Honourable High Court might issue in the final judgement rendered in the writ petitions. Such extension will also be further subject to the condition that the salary during such extended period will be paid according to the scale prevalent prior to the issue of Government order No.33-Edn(B) dated 7.3.90 and will be available only to these employees who belong to the organisations who are petitioners in the aforementioned writ petitions.

In view of non-availability of relevant particulars in respect of each teacher this order is being issued as an ad-hoc measure.

The provision contained in sub-paragraph (i) of paragraph-5 of this Department Memo No. 33-Edn.(B) dated 7.3.90 should be deemed to have been amended to the extent indicated herein above.

This order issues with the concurrence of the Finance Department vide their U.O. No. Group P 3255 dated 3.9.90.

Sd/- N.K.S. Jhala
Secy. to the Government of, West Bengal.

C.O. 6605 (W) & 6606 (W) of 1990

18th July, 1990

Mr.Subrata Roy Choudhury,
Mr. Sundarananda Pal,
Mr. Prosenjit Bose,
Mr. Lakshmi Kanta Pal....for the Petitioners
Mr. Saktinath Mukherjee,
Mr. Prodipta Roy.
Mr. Saptangshu Bose... for the Respondents

After the matter was argued for well over an hour it was found that the plea sought to be raised on the basis of Article 14 of the Constitution is not adequately set out in the petition. The learned Counsel for the petitioners, thereupon, prayed for an adjuornment in order to move an application for amendment of the petition. Request granted. The matter is adjourned to August 1, 1990 on which day the application for amendment, if any, will be moved in the Court. However an advance copy of the purposed amendment will be served upon the learned Advocate on record for the respondents on or before July, 28th 1990.

Ad interim relief initially granted and continued on June 27, 1990 is vacated and substituted by the following Ad interim relief :-

(i) The option in terms of the impugned memorandum dated March 7, 1990 shall be exercised subject to the order which may be passed on the prayer for interim relief and/or the Writ Petition, as the case may be, and without prejudice to the rights and contentions of the parties and persons whom they claim to represent ; Such option will be exercised on or before August 1, 1990.

(ii) The exercise of such option shall not, however, prevent the consideration of the cases for extention of service of those who attain the age of 60 years during the pendency of the consideration of the prayer for interim relief and/or the decision of the Writ petition, as the case may be.

(iii)In case of persons who fall within the perview of paragraph (ii) above the case for extension shall be decided as if the option to retire at the age of 60 years had not been exercised; the term of extension of service, if any, granted shall, however, be co-terminus with the date of the order which may be passed on the prayer for interim relief and/or the direction in that regard given in such order and/or the decision of the Writ petition, as the case may be, and it shall for all purposes be subject to the directions which the court might issue in the final judgement rendered in the Writ Petition.

If an application for a duly authenticated xerox copy of the order is made to the Registrar, Appellate Side, by the learned Advocates on record for the parties or any of them, such copy shall be delivered to them/him on the payment of requisite charges provided an application is also simultaneously made for a certified copy and an undertaking is given that delivery of the certified copy will be taken on deposit of requisites when available. The xerox copy of the order to be supplied in course of tomorrow.

Sd/- C.J. Sd/- S.K. Sen

GOVERNMENT OF WEST BENGAL
Director of School Education

Calcutta, the November, 1989

No.................

From : The Director of School Education, West Bengal.

To : The District Inspector of School (S.E.)

Sub : Re Matter No. 2075............ 1988
Sk. Samsuddin Ahamed.
—Vs—
State of West Bengal & others.

Ref : Ld. Advocate, H. Chakraborty, Calcutta High Court's
letter dt. 4.11.89.

Enclosed please find a letter referred to above which is self explanatory.

He is requested to comply with the order of the Hon'ble High Court, Calcutta dt. 10th May, 1989 accordingly.

This should be treated as extremely urgent.

Sd/- J. Dasgupta
for Director of School Education
West Bengal.

No. 2622/1(1) sc/s Calcutta, the 4th Dec, 1989.

copy forwarded to :—

Sri Harasit Chakraborty, Advocate, High Court, Calcutta, "Gopal Bhaban" 53/C, Motilal Nehru Road, Calcutta-29 for information and necessary action.

Sd/-
For Director of School Education
West Bengal.

Matter No. 2075 of 1988
In the High Court at Calcutta
Constitutional Writ Jurisdiction original side.

In the Matter of :
SK. Samsudding Ahmed
—VS—
State of West Bengal & ors.

Arosant :
The Honarible Mr. Justice
M.R. Mallick
May 10, 1989.

Dictater Order

The Court : In this writ petition the petitioner who is an Assistant Teacher of Uluberia Hazi Ishaque D.W.S. senior Madrasah, District Howrah has moved this court in its writ Jurisdiction being aggrievod by the inaction of the respondents for not giving him the revised scales of pay on his obtaining the Master's Degree in Islamic History. He submits that he is a teacher of History and he acquired this additional qualification of the master's Degree, of which he himself is a subject teacher, and consequently, he is entitled to get the revised Scale of pay in terms of the Government order No. 372 (Edn) dated 31.7.1981. As in spite of several represenations the said scale of pay has been denied to the writ petitioner, the writ

petitioner submitted an application demanding justice. But, even when such demand justice petition has received no response the writ petitioner has moved this court in its writ jurisdiction.

No affidavit in-opposition has been filed on behalf of the respondants. Appearances was made on behalf of the learned. Advocate on previous date. But, thereafter none has appeared on behalf of the respondents.

As the contentions raised in the writ petition have not been controverted by filling an affidavit-in-opposition, the statements which have been made in the writ petition as regards the question of fact should be deamed to have been virtually admitted by the respondants.

As the writ petitioner has acquired additional qualification in the same subject in which he is teaching he is entitled to get the benefit of the revised pay scales in terms of the Government order.

In the circumstances, the writ petition is allowed. Let a writ in the nature of Mandamne be issued directing the respondents to give the writ petitioner M.A. Scale as per Government Order No. 372 (Edn) dated 31.7.1981 and also Government Order No. 82 (Edn) dated 31.1.1983 as from the date on which he became entitle to get such revised scale of pay. The respondents and each one of them shall comply with this order withing 6 weeks from date.

There will be no order as to costs.

All parties concerned are to act on a signed copy of the Dictated order upon usual undertaking.

M.R. Mallick
Assistant Registrar
High Court O.S. Calcutta.

GOVERNMENT OF WEST BENGAL
Office of the District Inspector of Schools (SE)
North 24- Parganas, Barasat.

Memo No. 874(1000)G

Dated, Barasat, the 24th May/90.

From : The District Inspector of Schools (SE) North 24-Parganas.

To : The Headmaster/Headmistress/Administrator/DDO

Sub : Fixation of pay in the revised scale of pay 1990 of teaching & non teaching staff of Sec. Schools.

With reference to this office Memo No. 583(1000)G dated 9.4.90, the undersigned is to state that he/she is to submit further the enclosed proforma in triplicate as required and specified by D S E, W. B's No. 1404(18) GA dt. 15/5/90 along with the following particulars in triplicate to the undersigned on or berore 30.6.90.

1) Statement-A should contain only the cases of those staff who have already retired or will retire between 1.1.88 to 4.6.90 (Fixation & payment of salaries including arrears).

2) Statement - B will include the cases of those staff who will retire within 31.3.90.

3) The fixation of cases of those staff who have exercised option to G.O.33-Edn (B) dt. 7.3.90 by do not figure in the above two statements should be dealth with in

Statement-C. The fixation of pay of those staff should be completed within current financial year.

4) Statement -D the school authorities will have to furnish a list showing names of the staff who have not exercised option to G.O. 33-Edn (B) dt. 7.3.90. They are to be paid in the unrevised scale of pay as per existing terms and conditions of that scale of pay.

5) Submission of option exercised by the teaching & Non-teaching staff within 4.6.90 and Fixation Form (Annexure-IX) in triplicate.

6) Undertaking from the staff regarding refund of over payment made to them in releasing salaries provisionally to be fixed in the revised scale.

7) The School authorities who have not yet received RDPA/90 Rules in terms G.O.33-Edn (B) dt. 7.3.90 are requested to collect the same from the office of the undersigned immediately.

Sd/ - Illigible . 24.5.90
District Inspector of Schools (SE)
North 24-Parganas.

GOVERNMENT OF WEST BENGAL
Director of Secondary Education

Dated, Cal, The 5th October '90

No. 1849-Sc/G / OM-12G/87 (Part)

Sub : Clarification in respect of Granting benefit for improvement of Qualification after the introduction of ROPA Rules-1981.

Ref : D.S.E., W.B.'s Memo No. 993-Sc/9 Dt. 1.6.90

Enclosed please find herewith a letter of the District Inspector of School (S.E.), Malda under his Memo No. 657 Dt. 21.7.90 in which he has arised certain points of irregularities in respect of payment of Salary of the staff of Sr. Madrasahas who improved their qualification (MM) after 1981 and on the Strength of G.O. No. 372-Edn(B) dt. 31.7.81 have been receiving higher scale of Pay in violation of G.O. 874-Edn(M) Dt. 20.6.86 for taken necessary action. In this regard it may please be noted that in G.O. No. 33-Edn(B) dt. 7.3.90 in which it is clearly stated in the Annexure Para(II) that the teaching and non-teaching staff of Sr. Madrasah (like other aided Secondary Schools) are within preview. Again at para 16(3) of the said G.O. the provision entitlement of higher scale of pay has been granted to the teachers of Sr. Madrasahs like others who have improved/will improve their qualification or who were approinted with higher qualification in the subjects or group relevant to their teaching shall get higher scale of pay with effect from 1.1.86 or the date of improving qualification which over is later.

Annuxure VI, Sl. No. 6. (III), provides such entitlement of higher Scale of Pay in case of M.M. teachers with 5 years teaching experience training thereby that teachers improving their qualification (M.M.) will be entitle to higher scale only after 5 years service in teaching. Again at Sl. No. 9(6), a different scale of pay has been allowed to M.M. teachers with less than 5 years teaching experience.

Kind attention of the Govt. is drawn to the above mentioned anomalies in the

matter of entitlement of higher scale of pay admissible to M.M. teachers serving in all categories of schools Jr. High/High/Madrasahs/Sr. Madrasahs.

It, required to be clarified whether the condition of 5 years teaching experience should be waived so that the M.M. teachers may not suffer from a sense of discrimination. it is gathered that a number of M.M. teachers of different dist. are already in receipt of higher scale of pay without having 5 years teaching experience. In some cases teachers are resorting to Court cases. Since the entire situation is an out come of such anomalies in the G.O. itself, an early action may kindly be taken to avoid further complication.

An early instruction will be extreamly helpful.

Sd/- Illegible
for Director of School Education, West Bengal

GOVERNMENT OF WEST BENGAL
Directed of School Education
Grant- in-aid Section

Memo No. $\frac{\text{2767-GA}}{\text{3 B - 1/90}}$ Dated, Calcutta, the 11th October, 1990

Corrigendum against this Office No. 2708-GA dt. 21.9.90

In reference to the above the undersigned has to request him/her to read portion of last three lines of first para of the above stated memo as 'who have already retired and exercised option to ROPA'90 introduced in terms G.O. No. 33 Edn (B) dt. 7.3.90 instead of who retired due to exercising option in terms of G.O. No. 33 Edn (B) dt. 7.3.90 or otherwise during the current financialy year 1990-91'.

Sd/- J. Dutta
Dy. Director of School Education(GA), West Benga

GOVERMENT OF WEST BENGAL
Education Department, Budget Branch

No. $\frac{\text{408-Edn(B)}}{\text{IM-6/90 Pt.II}}$ Dated, Calcutta, the 27th November, 1990.

MEMORANDUM

Certain points have been raised in connection with the implementation of the revision of Pay and Allowance Rules for teachers and non-teaching employees as per Education Depertment Memo No. 33-Edn (B) dated 7.3.90. The undersigned is directed by order of the Governor to forward herewith following clarifications with regards to the points raised for information and guidance :

Point raised	Clarification
1. No form of option has been earmarked in respect of those who continued up to 60 years of age and retired between 1.1.86 to 1.1.90 without enjoying benefits of extention of service. This may be clarified	Form VIII B will be applicable

Point raised	Calrification
2. It has been stated in para 5(2) of the above Goverment order that a teacher or non-teaching employee who are in service on 31.12.85 may, at his discretion, retain existing scale of pay and existing terms and condition of service. Now it is to be clarified whether any written declaration is required for retaining existing scale of pay.	No written declaration in this respect is necessary. If any employee does not opt or fails to opt within the prescribed date, revised terms and conditions of service with effects from 1.1.1986 would not be applicable in his/her case.
3. It may be confirmed whether a Non-Government employee who is on deputation/leave or suspension may be allowed to exercise option within 90 days of the date of return/rejoining	Presumption is confirmed.
4. Whether benefits of Government Order No. 33-Edn(B) dated. 7.3.90 may be extended to Non-Government employees of aided institutions who died on a date between 1.1.86 to 7.3.90 and if so, from which date, considering the fact that the question of exercising opting to 33-Edn(B) dated 7.3.90 does not arise in these cases.	Revised scale of pay may be made aplicable from 1.1.86 or from such subsequent date prior to the date of death of the employee as may be deemed most advantageous to his/her dependants
5. It has been laid down in para 16(2) of the above Government order that all teaching and non-teaching employees will be allowed additional increment on completion of 10/20 years of continuous service from the date of appointment. Aquestion has been raised as to the allowance of this benefit to Assistant Headmaster/Headmistress who is now in receipt of pay as per qualification plus special pay of Rs. 75/-. But in 1966, 1970 and 1975 pay revision they were allowed a separate scale of pay. A separate sanction and approval of appointment is issued in respect of the post. Now the question is whether 10/20 years benefit is to be counted from the date of appointment as Assistant Headmaster/Headmistress in which no benefit except special pay is allowed or from the very date of appointment as an Assistant Teacher.	As there is no separate scale of pay for the Assistant Headmsater/Assistant Headmistress of the High of Higher Secondary Schools and the Headmaster/Headmistress of Junior Schools and as Assistant Headmasters/Assistant Headmistress of the High or Higher Secondary Schools and the Headmaster/Headmistress of Junior Schools enjoy the relevant scale of pay of Assistant Teacher they would be entitled to such additional increments with reference to the very date of their appointment as Assistant Teacher.

Point raised	Clarification
6. If the date of additional increment due to completion of 10/20 years of service is other than the date of normal increment, then the date of normal increment will remain unchanged. This may kindly be confirmed.	Presumption is confirmed.
7. It may be clarified if advancement to a higher scale of pay due to improvement of qualification should be treated as promotion for the purpose of benefit to be allowed in terms of para 16 (1) of the Government Order.	Reply is in the negative.
8. As per existing Government Orders 10 years' continuous teaching experience prior to the date of appointment is necessary for appointment as Headmaster/Headmistress. But in Annexure VI of Government Order No. 33-Edn(B) dated 7.3.90 no mention in respect of continuous service has been made there. It is to be stated whether 10 years continuous teaching experience prior to the date of appointment is still necessary for appointment of Headmaster/Headmistress.	10(ten) years continuous teaching experience prior to the date of appointments is still necessary for appointment as Headmaster/Headmistress of High or Higher Secondary Schools.
9. Whether distinction marks is necessary in each part of the Degree Examination or on the basis of total marks obtained in part I and part II Examinations.	Distinction marks is necessary in each part of the Degree Examination.
10. Whether an employee whose pay is fixed in any of the revised scales of pay as shown in serial no. 1 to 12 of the Annexure III and who has not get a single promotion/advancement to a higher scale in the same post even after completion of 18 years continuous and satisfactory service be entitled to get an additional increment in revised scale of pay for every 10(ten) years continuous and satisfactory service, counted from the date of appointment, subject to maximum of 2 (two) such increments in addition to the benefit which are admissible under sub-para (1) of the Rule 16 of the aforesaid Government order.	Reply is in the affirmative.

Point raised	Clarification
11. In Government Order No.81-Edn (B) dated the 31st March, 1986 there was no provision to give extension beyond superannuation at the age of 60 years to the teaching and non-teaching staff of different Training Institutions for primary Teachers. But some employees of the Trainning Institutions filed civil suits against the Government challenging non-action in respect of extension of their services beyond the age of superannuation and they have been continuing in their services beyond the age of superannuation by the orders of the hon'ble High Court. Now the question arises how the extra period of services that is the services beyond superannuation will be regularised in view of the orders issued by Government in order No. 33-Edn (B) dated the 7th March, 1990.	Such cases are outside the purview of Memo No. 33-Edn (B) dated 7.3.1990. Each such case should be decided separately on individual merits subject to the results of the Courts cases.

Sd/- N. K. S. Jhala
Secretary to the Government of West Bengal.

GOVERNMENT OF WEST BENGAL
Education Department, Budget Branch

No. $\frac{26-\text{Edn(B)}}{\text{IM}-6/90}$ Dated Calcutta, the 5th February, 1991

MEMORANDUM

In partial modification of para 2 of this Department Memo No. 328-Edn (B) dated 3.9.90 the undersigned is directed by order of the Governor to say that pursuant to the orders of the Honourable High Court dated 15.1.91 in the Writ Petitions resulting in Civil Order Nos. 6605-06 (W)/90, 12277(W)/90, 6263 (W)/90 F.M.A.T. No. 1425 of 1990 the Governor has been pleased to order that the benefit of extension of service as allowed in the said memo will be admissible to all employees covered under this Department Memo No. 33-Edn (B) dated 7.3.90 irrrespective of whether or not they belong to the organisations who are petitioners in the aforesaid Writ Petition resulting in Civil Order Nos. 6606 (W) of 1990, subject of course to the same conditions as indicated in Memo No. 328-Edn dated 3.9.90

This order issues with the concurrence of the Finance Department vide their U.O. No. Group P.No. 430 dated 5.2.91.

Sd/- N.K.S. Jhala,
Secretary

GOVERNMENT OF WEST BENGAL
Education Department
Budget Branch

No. 111 – Edn (B) / IM – 76/90 Dated Calcutta, the 2nd May, 1991

From : Shri Biswanath Mantrani Assistant Secretary to the Government of West Bengal

To : The Director of School Education West Bengal.

Sub : Grant of additional Dearness Allowance to the Teaching and non-teaching staff of Anglo India Schools/ D.A. getting schools in West Bengal with effect from 1.4.91

In continuation of Government Order No. 20-Edn(B) dated 25.1.91 the undersigned is directed by order of the Governor to say that the Governor has been pleased to direct that all whole-time approved teaching and non-teaching staff of Anglo-Indian Schools and D.A. getting schools in West Bengal who are in receipt of Dearness Allowance sanctioned in Government Order No. 20-Edn(B) dated 25.1.91 will draw Additional Dearness Allowance at the rate shown in the enclosed table with effect from 1.4.91 and until further orders.

2. The Governor is further pleased to direct that the Dearness Allowance sanctioned herein shall be drawn subject to the following conditions :

(a) i) The term emoluments for the purpose of drawing of additional Dearness Allowance in accordance with paragraph 1 above shall include basic pay and dearness elements (i.e. dearness Allowance, if any) as is admissible to the employees of these institutions with effect from 1.1.87.

ii) The basic pay mentioned in the table shall be the grade pay drawn by the employees in their respective pay scales and shall not include dearness pay, special pay, personal pay, administrative pay and any other category of pay, if any, save and except grade pay.

iii) The total dearness allowance admissible at the above rates will be inclusive of dearness elements sanctioned by Government previously plus the amount of dearness allowance sanctioned by the school authorities plus any other dearness element sanctioned by other sources, if any.

iv) The Group-D employees (Orderlies, Peons, Durwans, etc) of these institutions shall not get additional dearness allowance more than Rs. 480/- per month, which is admissible to the Group-D employees of the aided schools at the maximum of the scale of pay.

(b) Assistant Masters with the following qualifications shall not get additional dearness allowance more than amount as shown against each heareunder which is the maximum, in each case, additional dearness allowance admissible to the teachers in the aided Secondary Schools :

i) Non-matric or equivalent — Rs. 578/- p.m.

ii) Untrained Matriculate or equivalent — Rs. 665/- p.m.

iii) Trained Matriculate or equivalent — Rs. 738/- p.m.

iv) Under Graduate or equivalent Rs. 877/- p.m.

(c) Graduate, Hons. Graduate and post-Graduate Assistant Masters drawing pay above Rs. 1170, Rs. 1360, and Rs. 1470 respectively, shall not draw additional dearness allowance more than Rs. 1127, Rs. 1208, Rs. 1256.

(d) Non-teaching staff will draw additional dearness allowance at the rates shown in the table but not exceeding Rs. 738/- p.m. for Matriculate or equivalent and Rs. 578/- p.m. for non- matriculates. Non-teaching staff having higher qualifications will get additional dearness allowance admissible to the Matriculates.

3. The Governor has further been pleased to direct that in the case of the employees drawing pay above Rs. 3,500/- p.m. the additional instalment of dearness alowance payable under this order shall not be paid in cash, but instead it shall be credited to their respective Provident Fund Accounts like regular subscriptions to these funds.

For employees who have not opted for the revised scales of pay introduced by the respective institutions or where the scales of pay, the pay ceiling referred to above shall mean and include basic pay, ad-hoc pay, interim pay, special pay, qualification pay, special allowance, administrative allowance, if any, and dearness elements (i.e. dearness pay, additional dearness allowance, ad-hoc dearness allowances, if any) as are admissible to the employees of these institutions with effect from 1.1.87 following Finance Department Memo No. 12200-F dated 5.12.86 i.e. the total D.A. elements admissible up to 608 Point C.P.I. (1960=100).

4. The charge on this account will proceed against the appropriate detailed head in the Plan/Non-Plan sector subordinate to the major and minor head. "2202-General Education-02-Secondary Education-110-Assistance to Non-Govt. Secondary Schools-Schools for Boys and Girls (Anglo-Indian)-Other grants" in the State Budget.

5. This order issues with the concurrence of Finance Department vide their U.O.No. Group-P No. 1193 dated 25.4.91

6. The Accountant General, West Bengal, and the Pay & Accounts Officer, Calcutta Pay & Accounts Office and the Treasury Officers are being informed.

Sd/-Biswanath Mantrani
Assistant Secretary

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
Budget Branch

No. $\frac{\text{126-Edn(B)}}{\text{1M-6/90 Pt.II}}$ Dated, Calcutta, the 5th July, 1991.

MEMORANDUM

The Governor has been pleased to make, with effect from 1.1.86 the following amendment in the Annexure - VI (hereinafter referred to as the said Annexure) to this Department Memo No. 33- Edn)B) dated the 7th March, 1990 (hereinafter referred to as the said Memorandum) :—

AMENDMENT

In the said Annexure to the said Memorandum, against serial No. 7 for the entry :-

(i)	Teacher with 3 year approved Diploma in Craft/Arts/Sewing & Needle Craft/Music.	425-1050	1390-2970

Substitute the following :—

(ii)	Craft Teacher —		
	a. With 5 year Diploma in Art & Craft from Government College of Art & Craft or Degree	440-1170	1420-3130
	b. With any other Diploma	425-1050	1390-2970
	c. Matriculate/S.F. with one year Craft Training Certificate from recognised Institution or non-Matriculate/S.F. with 2 years' training certificate from recognised Institution	300-685	1040-1920
(iii)	Music Teacher with —		
	a. B. Music Degree	440-1170	1420-3130
	b. Music Diploma	425-1050	1390-2970
	c. Certificte in Music from recognised Institution	300-685	1040-1920

By order of the Government
Sd/- N. K. S. Jhala
Secy. to the Govt. of W. B.

GOVERNMENT OF WEST BENGAL
Education (Budget Branch) Department
Writers' Buildings, Calcutta-1

No. 348–Edn(B) / 1M–6/90 Pt.III   Dated, Calcutta, the 30th August, 1991.

MEMORANDUM

While delivering the judgement in the writ application being C.O.No. 6605(W) of 1990 and C.O.No. 6606(W) of 1990 on 6.8.91 the Hon'ble High Court had observed as follows :

1. "We are informed that during the pendency of the writ application by an order passed by this Court teachers were directed to exercise their option in form prescribed in Annexure VIII B aforesaid without prejudice to their rights and contention raised in the writ application. Now in view of the present judgement it is only just and proper

that a fresh opportunity should be given to such teachers to exercise their option in accordance with paragraph 5(2) in the form prescribed in Annexure VIII B within a specified time to be fixed by the State Government."

2. Now in pursuance of the above observation of the Hon'ble High Court the Governor is pleased hereby to specify the date as 30.9.91 within which such option is to be exercised.

3. It may be noted that meanwhile Rule-28 of the Management of Recognised Non-Government Institution (Aided and Unaided) Rules 1969 and Rule 4A of the Rules framed under Bengal (Rural) Primary Education Act, 1930 have been amended by notification No. 1151- Edn(S)dated 20.8.91 and No. 526-Edn(P) dt.26.8.91 respectively published in the Calcutta Gazette.

4. The option as exercised shall be final.

5. This order issued with the concurrence of the Finance Department vide their U.O.No.Group P No. 2624 dated 30.8.91.

Sd/- U. K. Roy
Secretary to the Government of
West Bengal

Government of West Bengal
Education (Budget Branch) Department
Writers' Buildings, Calcutta-1

$\frac{\text{400 – Edn (B)}}{\text{1M – 45/91}}$ Dated, Calcutta, the 10th September, 1991.

MEMORANDUM

The Governor is pleased to make, with effect from the 1st day of April, 1981, the following amendment in the Annexure I (herein after) referred to as the said Annexure to this Department Memo.No. 372-Edn(B) dated the 31st July, 1981 (hereinafter referred to as the said Memorandum) :-

Amendment

In the said Annexure to the said Memorandum, for sub-paragraph (b) of paragraph (2) under "N.B." viz " (b) All existing Secondary School teachers who have improved their qualifications not relevant to their teaching subjects will be allowed the higher scale on qualification basis after five years' teaching counting from the date on which higher qualification was obtained ; " the following shall be substituted :

"(b) All existing Secondary School teachers who were appointed with higher qualifications in subjects not relevant to their teaching or who improved their qualifications subsequentsto their appointment in subjects not relevant to their teaching will be allowed the higher scale on qualification basis with effect from the 1st April, 1981 or after five years' teaching counting from the date on which higher qualification was obtained whichever is later."

By order of the Governor
Sd/- U. K. Roy
Secretary to the Government of West Bengal.

Government of West Bengal
Education (Budget Branch) Department
Writers' Buildings, Calcutta - 1.

401 – Edn (B) / 1M – 45/91 — Dated, Calcutta, the 10th September, 1991.

MEMORANDUM

The Governor is pleased to make, with effect from the 1st day of January, 1986, the following amendment in this Department Memo. No. 33-Edn(B) dated the 7th March, 1990 (hereinafter referred to as the said Memorandum) :-

AMENDMENT

In the said Memorandum, for sub-paragraph (3) of paragraph 16, viz " (3) All teachers and librarians of Secondary Schools who have improved/will improve their qualification or who were appointed with higher qualification in the subject or group relevant to their teaching/appointment shall get higher scale of pay appropriate to their qualifications, with effect from the 1st January, 1986, or the date of improving qualification whichever is later " the following shall be substituted :-

"(3) All teachers and librarians of secondary schools who will improve their qualification in subjects relevant to their teaching/apointment shall get higher scale of pay appropriate to their qualification with effect from the date of improving qualification ".

By order of the Governor
Sd/- U. K. Roy
Secretary to the Gopvernment of
West Bengal

11 GRANTS-IN-AID

GOVERNMENT OF WEST BENGAL
Directorate of Education

No. 1059 (24)p. Dated 2.9.1948

General Principles to govern the revision of the rules for award of Grants-in-aid to High Schools in West Bengal.

1. In a High Schools only the Post-Primary Classes (Classes V to X for the present) will be taken into account for calculating a grant.

2. The maximum enrolment in a class section should not normally exceed 40.

3. A High School should have a minimum enrolment of 200 pupils to earn a grant with a further proviso that not less than 20 per cent of the pupils should be in the two top classes.

4. The average ratio between the number of teachers and the number of scholars in a school should be 1:20.

5. All teachers employed should be trained as early as practicable.

6. Of the total number of teachers at least half should be Trained Graduates during the next decade.

But at present an Honours Graduate or an M.A. or M.Sc. with five years of teaching experience in approved schools may provisionally be regarded as a trained teacher for the purpose of a grant.

*7. The Headmaster should be an experienced teacher or proved ability and must possess at least a good Honours degree and a good B. T. Degree.

8 ***The minimum fee-rates should be as follows:*

Area	*Classes*				
	V-VI	VII-VIII		IX-X	
	Rs.	Rs.	a	Rs.	a
Calcutta and Howrah	5	5	8	6	0
District towns and industrial areas	4	4	8	3	0
Rural areas	3	3	12	4	8

Comment : * The Headmaster/Headmistress required for recognition of a High School/Higher Secondary School is to be at least an Honours Graduate in any School subject or Master's degree (2nd Class). Special Honours or M.A. (3rd Class) is no longer treated as a relevant qualification for the purpose. Of course, ten years' teaching experience is essential (vide circular of the Ed.Dept., No.530-Edn.(S) dt. 2nd Sept., 1982.) Existing M.A.(III) with 40% marks may serve the purpose. -Editor.

Ref: Government Order No. 61 Edn(HS) dated the 11th May, 1978 read with Government Order No. 190-Edn(HS) dated the 5th December, 1979.

*Free-studentship upto 10 per cent may be granted in Calcutta and Howrah schools, 15% in schools in district towns and in the industrial areas, and 20 per cent in schools in rural areas. The Director of Public Instruction may, however, fix a lower limit in the initial years in consideration of the ecnonomic conditions of any particular area.

9. For the purposes of grant-in-aid schools with enrolment over 750 need not be taken into consideration now ; they present special problems. They may, however, require non-recurring grants for special purposes and their requirements will be considerred ad-hoc.**

Schools should provide for the following amenities prescribed in the Report of the school Building Committee of the Central Advisory Board of Education :-

(i) efficient administrative machinery for the proper conduct of school.

(ii) suitable site for erecting satisfactory school buildings.

(iii) adequate playing fields and grounds for physical culture.

(iv) a well-equipped library.

(v) proper laboratories and workshops.

(vi) satisfactory drinking water supply.

(vii) sanitary facilities, and

(viii) amenities for out school activities.

10.*****

The probationary period for teachers will be two years. All teachers on confirmation should be entitled to a contributory provident fund, the management contribution 6.25 per cent. In addition, an allowance of Rs. 20 per month should be attached to certain posts of responsibilities in a school such as Heads of Studies, Director of Sports and Games etc. Dearness Allowance at the flat rate of Rs.10 per month should be granted to teachers for the next three years. At the end of three-years period the position will be reviewed.

11. The salary of the teachers may be treated an approximately 75 to 80 per cent of the total budget of the school. The balance will cover the cost of (a) administration, (b) books, stationery and equipment, (c) special services including school meals, school health services etc.

Comment : **Tuition fee collections from the recognised Secondary and Higher Secondary (aided) Schools have been withdrawn by the order of the Education Department, Govt. of W.B. (vide Govt. order No. $\frac{525\text{-Edn(S)}}{1F\text{-}2/82}$ dt. 24th May, 1983).

* The question of awarding free-studentship (half or full) to any student does not arise since tuition fee realisation from students has been stopped. However, concession of other fees upto 10% to needy and deserving candidates is advocated in the circular.

***Almost all High and Higher Secondary Schools of West Bengal have since been brought under full Salary deficit grant-in-aid scheme. Govt. of West Bengal, the restriction of roll strength above 750 in a Secondary School no logner holds good. -Editor.

12. *Mode of calculation* - The grant should be fixed at (a) half of the salary of the trained teachers in non-rural areas (but may be raised to 60% of this salary in rural areas for the first decade), (b) one-third of the salary of the untrained (but approved) teachers, and (c) one-third of the expenditure other than the salary of the teachers. This formula it is believed will encourage the school management to get their teachers trained. Of the existing teachers who have renderd approved service in a school for more than 10 years, the Directorate will have the option of regarding them as equivalent to trained teachers for the purpose of calculating the grant. The maximum limit of a recurring grant may not however exceed the net deficit.

The Director of Public Instruction may, however, allow a school to earn a grant if he is satisfied that the school authorities will fulfil the conditions generally within one year from the sanction of the grant.

BOARD OF SECONDARY EDUCATION WEST BENGAL

Rules under Section 62 read with Section 61 and Section 36(2) (f) and Section 25(3)(c) of the West Bengal Secondary Education, *West Bengal, Act 1950*, providing for the conditions to be fulfilled by High Schools applying for or is in receipt of grants-in-aid and the procedure for distributing such grants and for the determination of the amounts of (recurring) grants-in-aid to be given to individual High Schools.

(Notification No. 589 Edn. dated 8th December, 1951)

I. The conditions to be fulfilled by High Schools applying for or in receipt of grant-in-aid shall be as follows :

1. Only such High Schools as are considered to be well conducted shall be eligible for receiving grants-in-aid.

2. Payment of grants-in-aid to a High School shall be conditional upon the maintenance of satisfactory discipline and satisfactory relation between the teachers and students of the school and maintenance of an acceptable standard of academic efficiency.

3. High Schools receiving grants-in-aid and the accounts and the records of such schools shall be open to inspection by nominees of the Board, the Inspectors and Inspectresses of schools and by the respective Commissioners of Divisions and District and subdivisional officers. The records and accounts of such High Schools shall be placed in such custody as to be readily accessible to the said inspecting officers visiting the schools.

4. The reports of the Inspectors and inspectresses of Schools shall be forwarded through the Director of Public Instruction to the Board of Secondary Education.

5. Only the post-primary classes (classes V to X) shall be taken into account for calculating a grant for a High School.

6. The maximum enrolment in a class section of the High School should not normally exceed 40.

*7. A High School should have a minimum enrolment of 150 pupils in the post-

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Comment :* At present minimum number is 300. Only in SC/ST dominated schools, the number of roll strength may be minimised. —Editor

primary classes (V to X) to earn a grant with a further proviso that not less than 20 per cent of the pupils should be in the two top classes.

**8. The ratio between the number of teachers and the number of scholars in a High School should generally be not less than 1:20.

9. All untrained teachers employed should be trained as early as practicable.

10. Of the total number of teachers at least half should be trained Graduates.

Explanation — During the decade following the commencement of these rules, an Honours Graduate or an M.A. or M.Sc. with five years of teaching experience in approved schools may provisionally be regarded as a trained teacher for the purpose of a grant.

Of the existing teachers who have rendered approved service in a school for more than ten years the Board of Secondary Education will have the option of regarding them as equivalent to trained teachers for the purpose of calculating the grant.

11. The Headmaster should be an experienced teacher of proved ability and must hold a good Master's degree or a good Honours degree and a good B. T. degree or equivalent qualifications.

12. The minimum fee-rates shall be as follows :***

Area :	*Classes.*		
	(V-VI)	(VII-VIII)	(IX-X)
	Rs.	Rs.	Rs.
Calcutta and Howrah	5.00	5.50	6.00
District town and industrial areas	4.00	4.50	5.00
Rural areas	3.00	3.75	4.50

Free-studentship shall be granted upto 10 per cent in Calcutta and Howrah High Schools, 15 per cent, in schools in district towns and in the industrial areas, and 20 per cent in High Schools in rural areas. The Board of Secondary Education may however, fix a lower limit in the initial years, in consideration of the economic conditions of any particular area.

*13. *Classification of Schools*—For the purposes of recurring grant-in-aid, High Schools with enrolment of over 750 will not be taken into consideration. Their requirements for non-recurring grants for special purpose shall be considered on ad-hoc to the other High Schools will be divided into the following categories :

A. High Schools with enrolment of from about 501 to 700.

B. High Schools with enrolment of from about 351 to 500.

Comment : ** The ratio of calculating number of teachers to be sactioned is now—1:40/45 or more though it has not been openly admitted or circulated by the Ed. department.

*** The fee-rate has been obsolate since free-education being introdued w.e., from 1980.

Classification of High Schools (A, B, C, D) no longer exists, —Editor

C. High Schools with enrolment of from about 200 to 350.

*D. High Schools with enrolment below about 200, but a school with enrolment of below 150 will not be normally eligible for any grants. In the case of Girls' High Schools a lower limit of enrolment will be admissible for grant-in-aid purposes during the first five years after the commencement of these rules.

All schools to be eligible for grant-in-aid should provide for the following amenities prescribed in the Report of the School Buildings Commitee of the Central Advisory Board of Education:

(i) Efficient administrative machinery for the proper conduct of the school ;

(ii) Good and sufficient accommodation ;

(iii) Adequate playing fields and grounds for physical culture.

(iv) Satisfactory drinking water-supply ;

(v) Proper laboratories and workshop ;

(vi) A well-equipped library ;

(vii) Sanitary facilities ; and

(viii) Amenities for out school activities.

14. (1) The following shall be the minimum scales of salary for teachers of High Schools :

Name of Post	Minimum Qualification	*Types of Scale of pay School. (minimum)	Rs.
Headmaster	Good Master's degree or Good Honours degree, and good B.T. degree or its equivalent.	A	200-20/2-490
		B	175-15/2-325
		C	150-15/2-240
		D	150-10/2-200
Assistant Headmaster	Good Master's degree or Good Honours degree, and good B.T. degree or its equivalent	A	Allowance of Rs. 50
		B	Allowance of Rs. 35
		C	Allowance of Rs. 25
Teachers	B.A. or B.Sc. with B.T.	All	75-5/2-120 types E.B. 120-10/2-150.

Note : *Honours Graduates or M.A. or M.Sc's may be given an initial starting pay of Rs. 90 in the above grade.*

Comment : * Minimum roll strength for recognition is now treated at 300.

*Types of Schools i.e. A.B.C.D.categories are no longer in existence.

Probationary period shall be two years. But the approved services of an incumbent coming from aided schools may be relaxed in considering the cases of confirmation and it should be one year only. -Editor.

Teachers	Graduates and trained under-graduates	60-5/2-100
	Undergraduates	50-3/2-80

2. The *probationary period* for teachers shall be *two years*. All teachers on confirmation shall be entitled to a contributory Provident Fund, the management contributing $6\frac{1}{4}$ per cent. In addition, an allowance of Rs. 20/- per month shall be attached to certain posts of responsibility in a High School such as heads of Studies, Director of Sports and Games, and the like. A minimum Dearness Allowance at the flat rate of Rs.10/- per month shall be granted to teachers for three years next following the commencement of these rules.

3. Fixation of the pay of Headmasters.—The pay of Head masters shall be fixed, after reduction, where necessary on the basis of the length of their service as Headmasters. Those who have overdrawn any amount on account or fixation of the pay on the basis of their total service as teachers, will be required to adjust the amount overdrawn, against future increments, as and when earned.

*4. Sanskrit Teachers—Sanskrit teachers with one Government title with five years' teaching experience in secondary schools shall be treated on the same basis as Sanskrit Teachers with two Government titles and three years' teaching experience and allowed the benefit of the scale of pay for Graduate teachers, namely, Rs.60-512-100.

5. The salary of the teachers may be treated as approximately 75 to 80 per cent of the total budget of the High School. The balance will cover the cost of (a) administration, (b) books, stationery and equipment, (c) maintenance and repair of buildings, furniture, (d) loan charges, and (e) special services including school meals, school health services, and such other matters.

II. The manner of calculating the amount of grants-in-aid to be given to a High School shall be as follows :

The grant shall be calculated at (a) half of the salary of the trained teachers in non-rural areas (but may be raised to 60 per cent of this salary in rural areas for the first decade),(b) one-third of the salary of the untrained, but approved teachers, and (c) one-third of the expenditure other than the salary of the teachers. The maximim limit of a recurring grant may not, however, exceed the net deficit.

III. The Board of Secondary Education may allow a High School to earn a grant if it is satisfied that the school authorities will fulfil the conditions generally within one year from the sanction of the grant.

GOVERNMENT OF WEST BENGAL
Education Department

No. 4448 Edn. Calcutta, the 5th November, 1948

From: Dr. D. M. Sen, Secretary to the Government of West Bengal.

Comment :* Classical teachers are now recognised as Graduates with Sanskrit or Arabic/Persian/Pali. In case of fresh appointment—this principle is being followed. -Editor.

To : The Director of Public Instruction, West Bengal.

Revision of the rules for the award of grants-in-aid to the High Schools in West Bengal.

The undersigned is directed to state that Government have been pleased to approve of the enclosed set of revised rules for award of grants-in-aid to High Schools for Boys and girls in West Bengal. It is requested that steps for implementation of the new grants-in-aid should be taken up immediately and the informal instruction already issued in this connection are hereby confirmed. A report on the action taken should be submitted to Government by the end of February, 1949.

2. In accordance with the decision of the Council of Ministers held on the 15th September, 1948, the extra charge during the current financial year will be met from the "lump provision of Rs.13 lakhs for grant to non-Government Secondary Schools" in the 37-Education Budget for 1948-49. Steps are also being taken to provide alike sum in the next year's budget.

3. The accountant-General, West Bengal, has been informed.

D. M. Sen

Secretary to the Government of West Bengal.

NOTIFICATION

No. 5899 Edn.—8th December, 1951.—In exercise of the power conferred by sub-section (1) and in particular by clause (1) of sub-section (2), of section 62 of the West Bengal Secondary Education Act, 1950 (West Bengal Act XXXVIII of 1950), read with section 61 and clause (f) of sub-section (2) of section 36 and clause (c) sub-section (3) of section 25 of the said Act the Governor is pleased to make the following rules *providing for the conditions to be fulfilled by High Schools* applying for or in receipt of grants-in-aid and the procedure for distributing such grants and for the determination of the amount of these grants-in-aid to be given to individual High Schools the same having been previously published as required by sub-section (1) of section 62 of the said Act :

> Rules under section 62 read with section 61 and section 36(2) (1) and section 25 (3)(c) of the West Bengal Secondary Education Act, 1950, providing for the conditions to be fulfilled by High Schools applying for or in receipt of grants-in-aid and the procedure for distributing such grants and for the determination of the amounts of (recurring) grants-in-aid to be given to individual High Schools.

I. The conditions to be fulfilled by High Schools applying for or in receipt of grants-in-aid shall be as follows :—

1. Only such High Schools as are considered to be well-conducted shall be eligible for receiving grants-in-aid.

2. Payment of grants-in-aid to a High School shall be conditional upon the maintenance of satisfactory discipline and satisfactory relation between the teachers and students of the school and maintenance of an acceptable standard of academic efficiency.

3. High Schools receiving grants-in-aid and the accounts and the record of such

schools shall be open to inspection by nominees of the Board, the Inspectors and Inspectresses of Schools and by the respective Commissioners of Divisions and District and Sub-divisional Officers. The records and accounts of such High Schools shall be placed in such custody as to be readily accessible to the said inspecting officers visiting the schools.

4. The reports of the Inspectors and Inspectresses of Schools shall be forwarded through the Director of Public Instruction to the Board of Secondary Education.

5. Only the post-primary classes (classes V to X) shall be taken into account for calculating a grant for a High School.

6. The maximum enrolment in a class-section of the High School should not normally exceed 40.

7. A High School should have a minimum enrolment of 150 pupils in the post-primary classes (V to X) to earn a grant, with a further proviso that not less than 20 per cent of the pupils should be in the two top classes.

8. The ratio between the number of teachers and the number of scholars in a High School generally be not less than 1:20.

9. All untrained teachers employed should be trained as early as practicable.

10. Of the total number of teachers at least half should be trained Graduates.

Explanation - During the decade following the commencement of these rules, an Honours Graduate or an M.A. or M.Sc. with five years of teaching experience in approved Schools, may provisionally be regarded as a trained teacher for the purpose of a grant.

Of the existing teachers who have rendered approved service in a school for more than ten years, the Board of Seconday Education will have the option of regarding them as equivalent to trained teachers for the purpose of calculating the grant.

11. The Headmaster should be an experienced teacher of proved ability and must hold a good Masters Degree or a good Honours Degree and a good B.T.Degree or equivalent qualifications.

12. The minimum fee-rates shall be as follows :-

Area	*Classes*				
	(V-VI)	*(VII-VIII)*		*(IX-X)*	
	Rs.	Rs.	as	Rs.	as
Calcutta and Howrah	5	5	8	6	0
District towns and industrial areas	4	4	8	5	0
Rural areas	3	3	12	4	8

The Board of Secondary Education may, however, fix a lower limit in the initial years, in consideration of the economic conditions of any particular area.

Free-studentships shall be granted upto 10 per cent in Calcutta and Howrah High Schools, 15 per cent in Schools in district towns and in the industrial areas 20 per cent in High Schools of rural areas.

13. Classification of schools—For the purposes of recurring grant-in-aid, High Schools with enrolment of over 750 will not be taken into consideration. Their requirements for non-recurring grants for special purposes shall be considered ad-hoc. The other High Schools will be divided into the following categories :—

A. High Schools with enrolment of from about 501 to 700

B. High Schools with enrolment of from about 351 to 500

C. High Schools with enrolment of from about 200 to 350

D. High Schools with enrolment of below 200.

But a school with enrolment of below 150 will not be normally eligible for any grants. In the case of Girls High Schools a lower limit of enrolment will be admissible for grants-in-aid purposes during the first few years after the commencement of these rules.

All Schools to be eligible for grants-in-aid should provide for the following amenities prescribed in the Report of the School Buildings Committee of the Central Advisory Board of Education :-

(i) efficient administrative machinery for the proper conduct of the school ;

(ii) good and sufficient accommodation ;

(iii) adequate playing fields and ground for physical culture ;

(iv) a well-equipped library ;

(v) proper laboratories and workshop ;

(vi) satisfactory drinking water supply ;

(vii) sanitary facilities; and

(viii) amenities for out-of-school activities.

14.(1) The following shall be the minimum scales of salary for teachers of High Schools :—

Name of post	Minimum Qualification.	Type of School	Scale of pay (minimum) Rs.
Headmaster *	Good Masters Degree or good Honours Degree and good B.T. Degree or its equivalent.	A	200-20/2-400
		B	175-15/2-325
		C	150-15/2-440
		D	150-10/2-200
Assistant Headmaster's	Good Master's Degree or good Honours Degree, and good B.T. Degree or its equivalent.	A	Allowance of Rs. 50
		B	Allowance of Rs. 35
		C	Allowance of Rs. 25

Comment :* Good Master's Degree or good Honours Degree means at least second class degree in the subject. —Editor.

Teachers	B.A. or B.Sc. with B.T. All types		Rs. 75-5/2-120-EB-120-10/2-150

Note : *Honours Graduates or M.A.' s or M.Sc.'s may be given an intitial starting pay of Rs. 90 in the above grade.*

Teachers	Graduates and trained Under-Graduates	—	60-5/2-100
Teachers	Under-Graduate	—	50-3/2-80

(2) The probationary period for teachers shall be two years. All teachers on confirmation shall be entitled to a Contributory Provident Fund the management contributing 6.25 per cent. In addition, an allowance of Rs.20 per month shall be attached to certain posts of responsibility in a High School such as a Heads of studies, Director of Sports and Games and the like. A minimum Dearness Allowance at the flat rate of Rs. 10/- per month shall be granted to teachers for three years next following the Commencement of these rules.

(3) *Fixation of the pay of Headmasters,*—The pay of Headmasters shall be fixed, after reduction, where necessary, on the basis of the length of their service as Headmasters. Those who have overdrawn any amount on account of fixation of the pay on the basis of their total service as teachers will be required to adjust the amount overdrawn, against future increments as and when earned.

(4) *Sanskrit Teachers*—Sanskrit teachers with one Government title & with five years' teaching experience in secondary Schools shall be treated in the same basis as Sanskrit teachers with two Government titles and three years' teaching experience and allowed the benefit of the scale of pay for Graduate teachers, namely, Rs.60-5/2-100.

15. The salary of the teachers may be treated as approximately 75 to 80 per cent of the total budget of the High School. The balance will cover the cost of (a) administration, (b) books, stationery and equipment, (c) maintenance and repair of buildings, furniture, (d) loan charges and (e) special services including school meals, school health service, and such other matters.

II. The manner of calculating the amount of grant-in-aid to be given to a High School shall be as follows :-

> The grant shall be calculated at (a) half of the salary of the trained teachers in non-rural areas (but may be raised to 60 per cent of this salary in rural areas for the first decade), one-third of the salary of the untrained but approved teachers, and (c) one-third of the expenditure other than the salary of the teachers. The maximum limit of a recurring grant may not, however, exceed the net deficit.

III. The Board of Secondary Education may allow a High School to earn a grant if it is satisfied that the school authorities will filfil the conditions generally within one year from the sanction of the grant.

BOARD OF SECONDARY EDUCATION, WEST BENGAL

No. CAIF-9 Dt. the 12th August, 1954.

To

The Secretary ....

The following is the minimum standard of academic efficiency to be maintained by High Schools in receipt of or applying for grant-in-aid :-

(1)	For Schools in Calcutta, Industrial Areas, and District Headquarters	$33\frac{1}{3}$ %
(2)	For other areas	25%
(3)	For Educational Backward and Unschooled areas	20%

BOARD OF SECONDARY EDUCATION, WEST BENGAL

Assessment of teachers' staff of a Class-X School

Admissible number of teachers is determined as under :-

N—indicates number of Asstt. Teachers admissible,

S—indicates total number of sections or class units.

*39—period of each section in a week,

**29—minimum periods to be taken by each teacher in a week.

12—number of periods to be taken by the Headmaster/Headmistress in a week.

One more post may be sanctioned if the remainder is 7 or more.

$N = \frac{39 \times S - 12}{29}$ plus 1(Headmaster/Headmistress)

EXAMPLE

In case of a school with 8 class-units admissible number of teachers may be determined on the basis of the above formula.

$N = \frac{39 \times 8 - 12}{29}$ plus 1 Including the Headmaster or Headmistress

$= \frac{312 - 12}{29}$ plus 1

Comment : *This principle is still followed.

** A teacher is now required to take 25 periods per week and 11 periods for tutorial work.

An assistant Headmaster is now required to take 22 periods per week. No change in the circular.

$= \frac{300}{29}$ plus 1

$=10\frac{10}{29}$ plus 1

=10 plus 1 plus 1 for the remaining 10 periods

=12 (Total numberofteachers includingthe Headmasteror Headmistress).

BOARD OF SECONDARY EDUCATION, WEST BENGAL

24.3.53

Circular No. GA/F

To

The Secretaries of all aided Schools

Sub: Grant-in-aid

Sirs,

I am directed by the President, Board of Secondary Education, West Bengal to state that many schools receiving aids from the Board do not fulfil the conditions laid down in the grants-in-aid rules prescribed in Government Notification No., 5899-Edn, dated the 8th December, 1951.

2. Some of the important conditions are noted below :

7. (iv) The Board has approved the following Scales of Pay for the clerk :

(1) I.A. and other superior qualification, Rs. 50/- per month (Biennial increment of Rs.3/-)

(2) Matric—Rs. 45/- per month (do)

(3) Non-Matric—Rs. 40/- per month (No increment).

Though the Board will not alter the Pay of the present incumbents as per Grant-in-memo for 1951-52, further increment should be only in accordance with the decision noted above.

Yours faithfully,
Sd/- S. C. Datta Gupta
Finance Officer.

Circular No. GA/F/19 GA/F/19
Dated Calcutta, the 6th April, 1956.

To:

The Heads of all Aided High Schools.

Sub: *Revision of the Scales of pay prescribed for full-time clerks of Aided High Schools.*

Ref: Appointment and fixation of pay of clerks.

Dear Sirs,

I am directed to invide a reference to the Boards' Circular No. GA/F, dated 24.3.53 (Copy enclosed) and to state that in modification thereof, the following minimum Scales of Salary for clerks of aided High Schools are prerscribed with effect from 1st April, 1955.

	Qualification	*Revised Scale of Pay (minimum)*
(i)	I.A's or I.Sc's	Rs. 60-3/2-73-2-80
(ii)	Matriculates	Rs. 50-3/2-80
(iii)	Non-matric (only existing clerks of aided high Schools)	Rs. 50/- (fixed Pay)

2. **Minimum qualifications :**

The clerk shall at least be a matriculates. A graduate should not ordinary be appointed as a clerk. If he is so appointed for special reasons, he should be given to understand that he will have no claim to any higher Scale of pay than what is admissible to I.A.'s or I.Sc's. The pay of non-matriculate clerk will not be treated as admissible expenditure for the purpose of calculating grant-in-aid in case of a new appointment.

3. **Fixation of pay of clerks :**

The pay of each clerk will be fixed on the basis of the initial Pay referred to in para I (i) from 1.4.48 or from any subsequent date on which he joined an aided School or from the date on which an unaided School to which he had been attached was brought under the aided Scheme, to which shall be added the usual increment of the scale. The existing clerks of aided schools will draw Pay at the rate thus fixed with effect from 1st April, 1955, and shall not be entitled to any arrear adjustment of pay prior to that date. Clerks who are drawing higher pay may be allowed to continue to draw the difference of such Pay and the admissible Pay as personal Pay to be absorbed in future increment.

Existing non-matric clerks shall draw a fixed Pay of Rs. 50/- Per month with effect from 1.4.55.

4. For the purpose of grant-in-aid only one clerk will be allowed in a school. Two clerks will be allowed in a school if (i) the enrolment is 350 or above and (ii) Previous approval of the Board is obtained after justifying the necessity for two clerks.

5. The revision of Pay of clerks is subject to the condition that the total provision under "other expenses" shall not in any case exceed the limit of ** of the total expenditure under " Salaries of teachers" on prescribed in grant-in-aid rules.

6. For fixation of initial Pay in the revised scales, the particulars of each clerk please be furnished in the prescribed form at an early date.

Yours faithfully,

Sd/- S.C. Datta Gupta (Finance Officer.)

Circular No. GA/NG/F/29/3 Dated. Calcutta-16, the 18th July, 1960.

To

The Heads of all aided High Schools, West Bengal

Sub: Pay of full-time clerks of aided High Schools

Dear Sirs,

I am directed to state that, in modification of the orders contained in the Board's Circular No. GA/F/19, dt. 6.4.56, the following revised Scale of Pay are prescribed for clerks aided High Schools with effect from 1st April, 1959 :—

Qualification	Revised Scale of Pay
(I) Matriculates, I.A's or I.Sc's	55-3-118-4-130/-
(II) Non-matriculates (only existing clerks in aided High Schools)	55/- (fixed pay)

2. *Minimum qualification :* The clerk should be at least a Matriculate. If a clerk with a higher qualification is appointed, he will have no claim to any higher Scale of Pay. The Pay of non-Matriculate Clerk will not be treated as admissible expenditure for the purpose of grant-in-aid except in the case of such clerks as were in the Service of a School on 1.4.55.

3. *Pay of Existing clerks:* The existing clerks will draw Pay in the new Scale of Rs. 55-3-118-4-130/- at a stage of next higher to their Pay as on 1.4.59 and will draw further increments as in the above scale.

Yours faithfully,
Sd/- A.K. Chowdhury, for Finance Officer.

BOARD OF SECONDARY EDUCATION, WEST BENGAL

No. CAIF-9 Dated the 12th August, 1954.

To

The Secretary................

The following is the minimum standard of academic efficiency* to be maintained by High Schools in receipt of or applying for grant-in-aid :-

(1)	For schools in Calcutta, Industrial Areas, and District Headquarters	$33\frac{1}{3}\%$
(2)	For other areas	25%
(3)	For Educationally Backward and Unschooled areas	20%

Sd/- A. K. Choudhury, for Finance Officer

GOVERNMENT OF WEST BENGAL
Education Department (General Branch)

No. $\frac{\text{607– Edn.(G)}}{\text{5P– 109/59}}$ Dated Calcutta, the 16th/17th February, 1961.

Sub: Introduction of Grant-in-aid in unaided High Schools—Protection of pay of teachers.

Comment : * The standard is still in vogue —Editor

With reference to your letter No. F/4400 dated the 7th Sept.,1959 on the subject noted above I am directed, by order of the Governor, to say that the Government is pleased to agree to the protection of pay in cases where the pay of teachers just before coming under the grant-in-aid rules was not more than what they would have drawn, had they been under the scale approved in Government Notification No. 5396-Edn. dated 13.5.58 read with No. 11519-Edn. dated 4.10.58 for the entire period of service as teachers in recognised schools.

The Board should ensure that the schools had been actually paying the amounts of pay as shown against the respective teachers for not less than twelve months preceding to coming under the grant-in-aid rules.

In cases the pay drawn by teachers just before coming under the grant-in-aid rules is higher than the pay they would have drawn had they been under the Government approved scale from the beginning of their service, the excess should be paid by the schools out of miscellaneous income outside the scope of the grant-in-aid rules as in the case of the School's share of dearness allowance.

Additional funds necessary in this behalf will be placed with the Board on receipt of proposal from the Board.

WEST BENGAL BOARD OF SECONDARY EDUCATION

Circular No. GA/NS/29/3 25th February, 1961.

To : The Heads of High Schools, West Bengal.

Sub : *Introduction of Grant-in-aid Scheme in unaided High Schools —Protection of pay of teachers due to Government Order No.*

No. $\frac{\text{607-Edn(G)}}{\text{5P-109/59}}$ dated the 16th/17th, February, 1961.

In continuation of the Board's Circulars No. GA/NS/29 dated 26.8.58, No. GA/NS/29/1 dated. 10.12.58 and No. GA/NS/29/2 dated. 8.4.60, the undersigned is directed to state that in connection with the fixation of pay of teachers of high schools brought under the Grant-in-aid Schemes for the first time with effect from 1.3.57 or thereafter it has been decided to implement the Scheme of "Protection of Pay"* in cases where the pay of teachers just before coming under the Grant-in-aid Rules was not more than that they would have drawn had they been under the scales approved in Government Notification No. 5396-Edn., dated the 13th May, 1958, read with No. 11519-Edn., dated the 4th October, 1958, for the entire period of service as teachers in recognised schools, provided that such rate of pay had been effective for not less than twelve months preceding.

Proforma :

Relating to Introduction of Grant-in-aid Scheme in unaided high schools from 1.3.57 or thereafter—Protection of pay of teachers due to Circular No. GA/NS/29/3 Dated 25.2.61.

Comment : *Protection of Pay' means the pay which the incumbent was getting in the previous school.

Name of School...

Postal Address...

Sl. No.	Name of teachers	Qualifications	Pay on a date 29.2.56/57/58/59 /60 as the case may be i.e.. 12 months preceding to coming under the Grant-in-aid—rules	Total teaching experience in recognised high schools	Pay on 1.3.57/1.3 .58/1.3.59/ 1.3.60 or on subsequent years	Scale of pay
	I	II	III*	IV	V	VI
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

Headmaster *Secretary*

Seal of the School —

Date —

N.B.- (1) Columns I,II,III,&IV should be filled by the school.

(2) This form should be furnished in triplicate to the Board.

(3) If the space provided in the form be found insufficient additional sheets may be used.

(4*) "PAY" means basic pay allowed by the school,

(5) A copy of the audit report showing rate of pay of teachers as on 29.2.56/28.2.57/ 28.2.58/ 28.2.59/29.2.60 as the case may be (vide Column III) should be furnished along with the form.

(6) Schools which have not yet submitted applications for fixation of pay in the prescirbed form should do so without delay.

GOVERNMENT OF WEST BENGAL
Education Department
General Branch

No. 2725-Edn.(G) / 10R-2/60 Dated 26th July, 1961

Sub: Revision of the rules for the award of grants-in-aid to the Secondary Schools in West Bengal.

The undersigned is directed to invite a reference to his U.O. No. 234 dated the 16th February, 1960 on the subject noted above and to say that under rule 9 of the G.O. No. 4448 Edn. dated the 25th November, 1948 and under clause 13 of Rule I of the Grant-in-aid Rules made under Notification No. 5899-Edn. dated 8th December, 1951, a High School with an enrolment of over 750 is not taken into consideration for the purpose of recurring grant-in-aid. Now that another class (Class XI) has been added to some of the High Schools which have been upgraded to Class XI Higher Secondary Schools and diversified courses have also been introduced in some of them, been decided pending further examination of other clauses of the notification, that the limit of maximum enrolment should be relaxed to the following extent :-

(a) Higher Secondary Schools with one Course only 850

(b) Higher Secondary Schools with two or more diversified courses 1,000

Necessary steps for modification of clause 13 of Rule I of the notification referred to above are being taken separately.

GOVERNMENT OF WEST BENGAL
Education Department
Sanction & Release of Grant

INSTRUCTIONS (GENERAL)—1968-69

Sanction and release of grants is subject, *inter alia*, to the fulfilment of the following conditions :-

(1) Satisfactory standard of discipline and satisfactory relation between the teachers and students should be maintained.

(2) Total enrolment in Classes IX and X should not fall below 20% of the total roll strength upto Class X.

(3) The minimum standard of academic efficiency to be maintained is as follows :-

(i) For schools in urban areas 33.1/3%

(ii) For other areas 25%

(iii) For educationally backward and unschooled areas 20%

Comment :* Due to introduction of free education (?) i.e. exemption of tuiion fee only, number of students has largly increased and the limitation in maximum number is not practically enforced.

(4) The minimum roll strength in Classes V to X should be 150.

*(5) Maximum roll strength should be as follows :—

For X-Class High Schools (V-X)	700
For Higher Secondary Schools with one course	850
For Higher Secondary Schools with two or more courses	1000

(6) Free-studentship upto 10% may be granted in Calcutta and Howrah schools 15% in schools in district towns and in the industrial areas, and 20% in rural areas.

GOVERNMENT OF WEST BENGAL

Memo No. 883 SC/G / 5g–10–64 — Dated, the 30th March, 1972

From : The Director of Public Instruction, West Bengal.

To : The District Inspector of Schools (Secondary Education), P.O. Midnapore, Dist: Midnapore.

Sub : Non-teaching staff in a Junior High School/Madrasha.

Ref : His Memo No. 31-S dated the 11th January, 1972.**

In inviting a reference to the above the undersigned has to state that High Madrasahs and Junior High Madrasahs(both 2-class and 4-class) are treated as par with High Schools and Junior High Schools (2-class & 4-class) respectively.

In this connection he is requested to refer this Directorate Memo No. 720/1(24) SC/S (III)/6A-50-161 dated the 4th November, 1968 regarding appointment of a clerk and a Class IV staff in a 4-class Jr. High School only and mode of payment of Govt. Dearness Allowance to them. This policy is still now in operation and is also applicable to 4-class Jr. High Madrasahs. Appointment of personnels other than a clerk and a Class IV staff in any 4-class Jr. High School/Madrasahs is not admissible.

However a status-quo in respect of those non-Teaching staff who are already in receipt of payment from the Govt. fund should be maintained.

Sd/- Illegible
Dy. Director of Public Instruction
(Secondary Education) West Bengal.

GOVERNMENT OF WEST BENGAL
Education Department (Secondary Branch)

No. 343-Edn. (S) — Dated Calcutta, the 3rd March, 1973

Sub: Payment of Grants-in-aid to recognised Non-government High and Higher Secondary School.

The undersigned is directed to say that the State Government had under

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** Provision of non-teaching staff in High/H.S./Jr. High Schools is as follows :-

(i) High School :- clerk—1 one, class IV staff 2; if roll strength exceeds 500; two clerks may be granted.

(ii) Higher Sec. Schools-one additional clerk, if roll strength exceeds 1000, three Class IV staff and two Lab. attendents are admissible. -Editor.

consideration a scheme for introducting a uniform pattern of grants-in-aid to High and Higher Secondary Schools. Under the system now in force High and Higher Secondary Schools recognised upto 1.1.62 which opted to come under the grants-in-aid system are given grant-in-aid to cover the entire deficit calculated on the basis of an approved scale of expenditure. Similar schools recognised between 1.1.63 and 1.1.69 are given lump maintenance grant at rates varying between Rs. 25,000 p.a. and 6,000 p.a. and those recognised after 1.1.69 do not get any maintenance grant at all. Teachers and non-Teaching employees serving in these schools are, however, given dearness allowance and a contribution to their salary according to rates prescribed in Government Orders in force. The State Government have decided to bring all these schools under one uniform system-of grants-in-aid under which financial assistance is proposed to be provided for covering the net deficit on salary account of approved teachers and non-Teaching employees.

2. In supersession of all previous orders on payment of grant-in-aid to High and Higher Secondary Schools the Governor is pleased to direct that with effect from 1st May, 1972 grants-in-aid shall be paid to the High and Higher Secondary Schools in the manner and subject to the conditions specified in these orders :-

(i) High and Higher Secondary Schools recognised upto1.1.70 (inclusive) are eligible to come under the present system.

(ii) An integrated High School (with classes V to X) opting to come under the scheme should have on its roll a minimum number of 250 students. In the case of an integrated Higher Secondary School (with classes V to XI) the minimum number should be 300. The maximum number of students permissible for enrolment in a High School is 750 and in a Higher Secondary School with one stream, 850 and with more than one stream, 1000. Not less than 20% of the pupils shall be in the two or three top classes, as the case may be.

(iii) The optimum teacher-pupil ratio should be. 1:30. For the present a ratio of 1:25 may be accepted. The position will be reviewed after two years.*

(iv) The school should provide teaching accommodation and other amenities according to the standard prescribed by the Govt. or by the West Bengal Board of Secondary Education or by the Director of Public Instruction, West Bengal, or any other authority declared competment by the Government on this behalf.

(v) The school should maintain discipline and an acceptable standard of academic efficiency.

3. The schools which satisfy the conditions specified in para 2 and which are not covered by the " complete deficit" grants-in-aid scheme already in force may apply to come under the present scheme to the Director of Public Instruction, in such manner and in such form as may be prescribed by the Director of Public Instruction or an Officer authorised by him.

4. On coming under the scheme a school shall be entitled to grant-in-aid to cover the deficit on salary account arrived at in the following manner :

Comment :* At present ratio is 1:45 or more. —Editor.

(a) The number of teaching and non-Teaching posts admissible to the school shall be determined according to the standard prescribed by the Government or by the West Bengal Board of Secondary Education or by the Director of Public Instruction, West Bengal. In determining the number of posts due attention should be paid not only to the work-load but also to the teacher-pupil ratio. If in individual cases the number of posts admissible on the basis of teacher-pupil ratio is less than the number admissible on the basis of work-load, then, the former standard should be applied. Exceptional cases of hardship may, however, be brought to the notice of the Government.

(b) The number of teachers with higher qualifications i.e. Hons. Graduates or teachers with Post-Graduates qualifications required for the schools should be determined in the manner prescribed in G.O. No. 60-Edn. (S) dated the 15th January, 1972.

(c) Pay and allowances of the teachers and the non-Teaching staff, approved by the Director of Public Instruction, West Bengal, or an Officer authorised by him, shall be calculated on the basis of scales of pay and allowances prescribed or approved by the State Government. Contribution to the Provident Fund payable by the school shall also constitute an item of admissible expenditure.

(d) Income from tuition fee (including fines) less the amount required for provision of free placed under the rules and orders in force and income from endowed property or from other sources derived for the specific purpose of payment of salary of the teaching and non-Teaching staff shall only be taken into account for the purpose of calculating deficit.

(e) The amount arrived at by deducting income under (d) from expenditure under (c) shall constitute the net deficit for the purpose of grant-in-aid under the present scheme.

5. The schools which are in receipt of grants-in-aid on the basis of 'complete deficit' other than the "Sponsored Schools" shall also come under the present scheme with effect from the date i.e. 1st May, 1972. Grants-in-aid already paid should be adjusted against the grant admissible under the scheme.

6. Payment of grants-in-aid shall also be subject to the following further conditions :—

(i) The school shall realise tuition fee at the minimum rates prescribed by the Government or at rates as they stood on 30th April, 1972, if such rates higher than the prescribed minimum rates.

(ii) The school shall not alter the rates of other fees, if any, as they stood on 30th April, 1972 without previous permission of the Government.

(iii) The school shall pay salary and allowances to the approved teaching and non-Teaching staff according to the scales and rates approved by the State Government from time to time.

(iv) Grants-in-aid paid under the scheme shall be utilised exclusively for the purpose for which it is paid.

*(v) The Head of the Institution and the members of the Managing Committee shall be jointly and severally responsible for the proper utilisation of the grant. The Term "Managing Committee" means the "Managing Committee" constituted under the Rules and Orders in force and shall include Ad-hoc Committee and Administrator

appointed by the appropriate authority under the Rules and Orders in force.

(vi) For misuse and unauthorised diversion of the grant the State Government may, apart from excluding the school from the purview of the scheme, take such legal action as may be considered fit.

(vii) The school shall maintain seperate accounts for the grant-in-aid under this scheme and shall arrange audit in such manner and insuch form as may be prescribed by the Director of Public Instruction, West Bengal or an officer authorised by him. The school shall also offer facilities for inspection by officers of the Education Department/Education Directorate/Commissioners of Divisions/District Magistrates and Sub-divisonal Officers.

(viii) The State Government or the Director of Public Instruction, West Bengal, shall have the power to prescribe rules regulating the conditions of service of teachers and other employees of the schools covered by the present scheme.

7. The Director of Public Instruction, West Bengal, may now proceed to implement the scheme. A School should be admitted to the scheme only on acceptance, in writing,of the terms and conditions specified in these orders.

8. These orders shall not apply to "Sponsored Schools". Such schools shall continue to receive financial assistance on the existing scale, until further orders.

9. The additional expenditure involved in implementing the scheme should be debited to the head "Development Schemes-Forth Five year Plan-Secondary Education-Expansion of teaching and educational facilities for childern of the age-group 14-16" in the 28-Education Budget. Necessary fund will be provided by re-appropriation in due course.

10. The Accountant General, West Bengal is being informed.

11. The order issues with the concurrence of the Finance Department of this Government vide their U. O. No. AVII/271 dated the 26th February, 1973.

B. N. Chatterjee (Joint Secretary)
Government of West Bengal

GOVERNMENT OF WEST BENGAL
Education Directorate : Grant-in-aid Section

16th May, 1973.

No. 935(16)–GA / 4G–1 – GA– 73

To : The District Inspector of Schools, Secondary Education, 24-Parganas.

Sub : *Salary Deficit Scheme for High and Higher Secondary Schools—Release of Grants-in-aid.*

Ref : This Office No. 768(16)-GA dated 24.4.73.

It has since been decided that the Revised Scales of Pay introduced from 1.4.70 in terms of Government Order No.666-F. dated1.3.71 stand introduced in respect

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Comment : * According to latest circular of Grants-in-aid system, Grants-in-aid on Salary account is to be handled by (i) Headmaster or Secretary (ii) one elected teacher member by the staff concerned.

General A/c is to be operated by the Head of the Institution and the Secry. or the Administrator jointly. -Editor.

of all High and Higher Secondary Schools admitted to the Salary Deficit Scheme as outlined in Para 4(c) of the Government Order No. 343-Edn.(S), dated 3.3.73. Necessary orders of Government on the mechanism of fixation of pay in the revised scales in regard to the teaching and non-Teaching staff of High and Higher Secondary Schools hitherto receiving lump grant subject to prescribed ceiling, or of unaided schools admitted to Salary Deficit Scheme will issue separately.

2. Pending issue of such orders, the following principles should be adopted :

(i) Where the aggregate of pay inclusive of salary contribution and dearness allowance fails short of the minimum of the revised scales of pay—the minimum of the revised scale (introduced with effect from 1.4.70) should be admitted.

(ii) Where the aggregate of pay inclusive of salary contribution and dearness allowance exceeds the minimum of the revised scales of pay, status quo should be maintained, i.e. total emolument should be protected and provisionally admitted.

(iii) It should be clearly noted that the salary contribution of Rs. 750 p.m. will be adjusted against the grants-in-aid payable under the scheme on final fixation of pay in the revised scales.

3. The principles laid down in para 2 above should be followed in the cases of approved employees of recognised streams of unaided Higher Secondary Schools. The Income from tuition fees and fines should also be taken into account on the income side while calculating deficit.

4. The same principle should be followed in the cases of approved Class IV employees of the aided streams of Higher Secondary Schools.

5. Instructions already issued in this office Memo No. 768(16) GA dated 24.4.73 should stand modified to the extent that they are repugnant to the instructions now issued in the foregoing paragraphs.

6. Requisition for additional amount likely to be required for making payment of salaries to staff on the basis of the principles outlined above, may be submitted to this office immediately.

Sd/- Illegible
Addl. Deputy Director of Public Instruction,
West Bengal

GOVERNMENT OF WEST BENGAL
Education Directorate
Grant-in-aid Section

No $\frac{\text{2179(16) GA}}{\text{4G-304S/65}}$ 4th November, 1974.

Additional expenditure due to irregular action of the Managing Committees of aided Secondary Schools*

In connection with dismissals cases of the teaching and non-Teaching staff of non-Government Secondary Schools and other allied matters it has been found that

Comment : *Irregular action of the M.C. here means expenditure from School Fund towards dismissal of any staff illegally. -Editor.

the Appeal Committee of the West Bengal Board of Secondary Education or the Hon'ble High Court did not upheld in many cases the decision of the Managing Committee of the Schools primarily because the Managing Committee concerned did not follow the prescribed procedure for removal or Secondary School etc. as laid down in the rules framed by the employees of West Bengal Board of Secondary Education and/or by Government in this regard. As a result, the dismissed employees were order to be reinstated and the School authorities had been asked to pay full pay and allowances to the employees concerned from the date of their dismissals. It has been ordered by Government in Government Order No. 1176-Edn.(S) dated 19.9.74 that any loss sustained by a school for irregular action of the Managing Committee should be made good by the School authority concerned and the Government will not pay additional grant to compensate for such losses.

He/she is requested to issue a Circular to all Secondary Schools within his/her jurisdiction immediately communicating the decision of Government for their future guidance.

E. Dutta

for Director of Public Instruction, West Bengal

GOVERNMENT OF WEST BENGAL

Education Department: Secondary Branch

7th April, 1976

No. 627–Edn.(S) / 5P–62/74

To: The Director of Secondary Education, West Bengal.

Sub: *Extension of 'Salary Deficit Scheme' to non-Government High & Higher Secondary Schools recognised upto the 1st January, 1971 and not yet covered by the Scheme.*

In continuation of G.O. No.343-Edn.(S) dated the 3rd March, 1973 read with G.O. No. 447-Edn.(S) dated the 27th March, 1973, the undersigned is directed by order of Governor to say that the Governor is pleased to order the non-Government High and Higher Secondary Schools (Class XI) recognised upto the 1st January, 1971 and not yet covered by the 'Salary Deficit Scheme' be permitted to come under the said scheme with effect from the 1st January, 1976 or from any subsequent date as the school may elect, subject to fulfilment of conditions prescribed in the Government Orders mentioned above.

The schools which are in receipt of Government Grants, D.A. and Pay. Contribution for the approved staff and are willing to come under the 'Salary Deficit Scheme' may apply to the Director of Secondary Education, West Bengal in the prescribed form. A school should be admitted to the scheme only on acceptance in writing of prescribed terms and conditions.

The charge involved will be debited to the head 'B'. Secondary-IV—Assistance to non-Government Secondary School—State Plan (Fifth Plan)-Expansion of teaching and educational facilities for children of the age group 14-16' in the

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Comment : * At present almost all High/ H.S./Jr. High and Madrasah schools have been brought under Salary Deficit Scheme by the Education Dept. —Editor

277-Education (excluding Sports & Youth Welfare) Budget provision where-under will be augmented by re-appropriation in due course if necessary.

This order issues with the concurrence of the Finance Department vide their U.O. No. Group-B/113 dated the 31st March, 1976.

The Accountant General, West Bengal is being informed.

S. N. Chowdhury
Deputy Secretary to the
Government of West Bengal

GOVERNMENT OF WEST BENGAL

Finance Department: Audit Branch

No. 3938-F 17th May, 1976

MEMORANDUM

In terms of rule 48A of the W.B.S.R. Part I and note thereunder the increment shall be drawn with effect from the 1st date of the month in which it is otherwise due. A question has been raised whether in the Service Record/Book etc. the date of increment determined on the basis of the provisions laid down in rule 48A of W.B.S.R. Part I or the normal date of increment should be recorded. As the intention was to fix the first of the month as the date of increment in all cases, once the month of the increment is fixed in terms of different rules the date of increment should invariably be the 1st of the month for practical convenience. As such to remove any misunderstanding in this respect, the undersigned is directed by order of the Governor to state that in all cases the date of increment* determined under rule 48A of W.B.S.R. Part I should be the 1st of a month and this should be recorded in the Service Book/Record etc.

A. K. Banerjee
Joint Secretary to the
Government of West Bengal

GOVERNMENT OF WEST BENGAL

Education Directorate: Grants-in-aid Section

Memo No. 2508 (16)G.A. 10th September, 1977

To: The District Inspector of Schools (SE)

Sub: *Release of Grant-in-aid to the schools recognised with effect from 1.1.71 under Salary Deficit Scheme-fixation of pay of the wholetime bonafide teaching and non-teaching staff.*

In clarification of para 2 of the Director's Circular No. 33(16) G. A. dated 4.1.77 on the above subject, the undersigned has to state as follows :

It has been brought to the notice of this office that some approved M.A./M.Sc./Hons. Graduate teachers appointed in 1971, in High Schools (participating in Salary Deficit Scheme as per relevant G.O. from 1.1.76) on dates prior to 1.2.72, were allowed the scale of pay according to their qualifications prior to their coming under Salary Deficit Grants Scheme. The undersigned has to clarify

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Comment : * Date of inerement on pay shall be 1st date of the month.

that in such cases the scales of pay of such teachers may be protected so long they serve in the same school, provided their scale of pay has shown according to their qualifications in the Audit Reports from 1971-72 upto 1975-76.

E. Dutta
Additional Deputy Director of Public
Instruction (SE), West Bengal

GOVERNMENT OF WEST BENGAL

Education Department: Secondary Branch

No. 539-Edn.(S) / 3S-12/78 — 24th April, 1978.

To: The Director of Secondary Education, West Bengal.

Sub: *Extension of Salary Deficit Scheme to non-Government High Schools and High Madrasahs recognised upto the 1st January, 1972 and not yet covered by the Scheme.*

In continuation of G.O. No. 627-Edn. (S) dated the 7th April, 1976 read with G.O. No. 233-Edn. (S) dated 26th February, 1977, the undersigned is directed by order of the Governor, to say that the Governor is pleased to order that non-Government High Schools and High Madrasahs of Secondary type recognised upto and on the 1st January, 1972 and not yet covered by the 'Salary Deficit Scheme' be permitted to come under the said Scheme with effect from the 1st April 1978 or from any subsequent date as the Institution may elect, subject to the fulfilment of the conditions prescribed in Government Orders No. 343-Edn. (S) dated the 3rd March, 1973 and No. 447-Edn. (S) dated the 27th March, 1973.

The Institutions which are in receipts of Goverment Grants towards D.A. and pay contribution for the approved staff, and are willing to come under the 'Salary Deficit Scheme' may apply to the Director of Secondary Education, West Bengal, in the prescribed form. An Institution should be admitted to the Scheme only on acceptance in writing of prescribed terms and conditions.

The charge involved will be debited to the "B(IV)-Asssistance to non-Government Secondary Schools—State Plan (5th Plan)- Expansion of teaching and educational facilities for children of age-group 14-16 Grants-in-aid/Contributions" in the 277-Education (excluding Sports and Youth Welfare) Budget.

This order issues with the concurrence of the Finance Department vide their U.O. No. Group B/432 dated the 28th February, 1978.

The Accountant General, West Bengal, and the Pay and Accounts Officer, Calcutta, are being informed.

S. N. Chowdhury
Deputy Secretary to the

GOVERNMENT OF WEST BENGAL

Finance Department (Audit Branch)

Calcutta the 27th April, 1978.

No. 5033—F

Sub: *Payment of salaries of teaching and non-teaching staff of non-Government aided Secondary Schools covered by the Salary Deficit Scheme.*

MEMORANDUM

In partial modification of clause(g) Finance Department Memo No. 3971-F dated 29.3.78 the Governor has been pleased to direct that the Postal Savings Bank Account to be opened for depositing the balance two months salaries i.e for May and June of the current year, shall be operated jointly by *either* the Secretary/Administrator *or* Headmaster/ Headmistress *and* a representative of the Teachers of the School elected for the purpose. For the purpose of opening the said "Salary Deficit Scheme Fund" a resolution to the effect should be passed in the meeting of the Managing Committee of the School and in that resolution the names along with the designation of the operators of the Fund should be indicated.

Other procedures as laid down in the stated Memo. shall remain unchanged.

GOVERNMENT OF WEST BENGAL

Office of the District Inspector of Schools

Secondary Education, Calcutta.

Memo No. 546(200)/G. 17th May, 1978.

To : The Headmaster/Headmistress.

Sub : Release of Grants-in Aid/Ad-hoc grant to the valid Managing Committees.

Ref : This Office Memo. No. 839(500)M, dated 14.12.76.

With reference to the subject indicated above the undersigned has to state that a good number of the School Managing Committees are found to have not been reconstituted neither according to General \Rules not according to Special Constitution, although the usual life term of 3 years expired long ago.

It has also been noticed that some of the schools do not have Departmental Nominee on the Managing Committee but such schools are in receipt of Grants-in-aid, Dearness Allowance/Ad-hoc grants etc. These schools are, to all intents and purposes aided Secondary Schools and as such there must be a Departmental Nominee on the Managing Committee.

Heads of Institutions are requested to enclose the following documentary evidences and certificates along with the G.A.Bill/Ad-hoc Grant Bill, failing which it may not be possible on the part of the undersigned to pass the Bill(s) in question :

1. Memo.No. and date of the orders placing Departmental Nominee on the reconstituted Managing Committee (copy of this office Memo to be furnished.)
2. Certified that the Managing Committee of the School has been reconstituted on .... and that Shri/Sm...... is the Secretary of the School who took over charge on.......(to be signed by the President) ; that no guardian member has been allowed to remain on the committee on his/her wards having left the school.
3. Life of the present Managing Committee has been got extended upto......by the competent authority (Copy of such Orders to be furnished).

Comment : * Present system of operation of Salary Deficit grant is :
Secy./ Administrator or Headmaster and an elected teachers representative jointly.

4. The Deed of Acceptance should contain the signature of the Departmental Nominee and the words 'Departmental Nominee' should be indicated against his./her name.

Sd/- Illegible
District Inspector of Schools,
Secondary Education,
Calcutta

GOVERNMENT OF WEST BENGAL

Finance Department: Audit Branch

No. 6696—F 19th June, 1978.

MEMORANDUM

Sub : *Scheme for payment of salaries of teaching and non-teaching staff of non-Government aided Secondary Schools covered by Salary deficit scheme through Public Sector Banks.*

In order to ensure regular monthly payment of salaries to the teaching and non-teaching staff of non-Government aided Secondary Schools covered by Salary Deficit Scheme, the Governor has been pleased to decide that a scheme for payment of State Government's Grants-in aid to such Schools through Public Sector Banks as detailed below shall be implemented with effect from 1st July, 1978. The Reserve Bank of India has been pleased to accord their concurrence to the implementation of the Scheme.

2. For the present nine Public Sector Banks viz. State Bank of India, United Bank of India, Central Bank of India, Allahabad Bank, Bank of Baroda, Bank of India, United Commercial Bank, Indian Bank and Punjab National Bank will participate in the scheme. The scheme may be extended to other Public Sector Banks also in future.

3. For each of the Treasuries and the Sub-Treasuries and the Calcutta Pay and Accounts Office, there will be one branch of a selected Public Sector Bank which will be nominated as the Link Branch for this Scheme. The link Branches will be distributed among the nine Public Sector Banks mentioned above in the following manner :

For Calcutta Pay and Accounts Office—State Bank of India.

For the Treasuries at Alipur, Barrackpore, Nadia (Krishnagar), Ranaghat Murshidabad, Bankura, Purulia, Malda, West Dinajpur (Balurghat), Midnapore, and the Sub-Treasuries at Bongaon, Bashirhat, Diamond Harbour, Kandi, Lalbagh, Jangipur, Vishnupur, Islampur, Raiganj, Jhargam, Tamluk, Contai, and Ghatal—United Bank of India.

For the Treasuries at Barasat, Burdwan, Durgapur, Asansol, Birbhum, Suri, Hooghly (Chinsurah), Howrah, and the Sub-Treasuries at Kalna, Katwa, Rampurhat, Serampore, Chandernagore, Arambagh, and Uluberia—United Commercial Bank.

For the Treasuries at Darjeeling, Siliguri, Jalpaiguri, Coochbehar, and the Sub-Treasuries at Kalimpong, Kurseong, Alipurduar, Dinhata, Mathabhanga, Mekligunj and Tufanganj—Central Bank of India.

4(a) The non-Government aided Secondary Schools covered by Salary Deficit Scheme will open a special account specifically and exclusively for the purpose of receipt of

Government Grants-in-aid under the Salary Deficit Scheme with any branch of the nine selected Public Sector Banks within the payment jurisdiction of the Treasury/Sub-Treasury/Calcutta Pay and Accounts Office as the case may be. These branches of the nine selected Public Sector Banks will be known as Paying Branches under this scheme. The Link Branches will act as the liasion between the concerned paying Branches and the Treasury/Sub-Treasury/Calcutta Pay and Accounts Office.

(b) State Bank of India, United Bank of India, United Commercial Bank and Central Bank of India will immediately nominate a Link Branch for each of the Treasuries/Sub-Treasuries/Calcutta Pay and Accounts Office as per distribution indicated in Paragraph 3 above and the names and addresses of the Link Branch shall be communicated to the concerned Treasury /Sub-Treasury/Calcutta Pay and Accounts Office by 30th June, 1978 and to the Director of Secondary Education, New Secretariat Buildings, Calcutta and to the Secretary, Finance Department, Government of West Bengal, Writers' Building, Calcutta.

(c) The specific and exclusive account that will be opened for the purpose of this scheme by the Secondary Schools covered by the Scheme will be operated jointly by any two of the following three persons :

(1) Secretary, (2) Headmaster/Headmistress, (3) One teacher from amongst the representatives of teachers on the Managing Committee, as may be decided by the Managing Committee by a resolution, a copy of which will be enclosed with the application for opening the Bank Account. Where there is an Administrator appointed for a School, such account will be operated jointly by any two of the following three persons as may be decided by the Administrator : (1) Administrator, (2) Headmaster/Headmistress, (3) One teacher from amongst the teaching staff of the school. A copy of the Administrator's Order in this regard will accompany the application for opening the Bank Account.

(b) If for some reason's the Director of Secondary Education considers it necessary, he may authorise an officer under him to operate the Bank Account for the purpose of disbursement of Grants-in-aid to teachers and staff. District Inspector of Schools (Secondary Education) will furnish an authenticated and complete list of schools to the concerned Treasury/ Sub Treasury/Pay and Accounts Office and the Link Branch of the Selected Bank. The Treasury/ Sub-Treasury/ Pay and Accounts office will be concerned with Schools which are situated within their respective payment jurisdiction. Payments of Grants-in-aid under this scheme will not be made to any school not included in the authenticated list mentioned above, which will have to be updated by the District Inspector of Schools (Secondary Education) as and when necessary.

5. For the first 6 months of a year, schools will submit a consolidated estimate of amount, required (on the basis of previous year's actuals divided by two) for payment of salaries under Salary Deficit Scheme including amount required for Dearness Allowance and reimbursement of tuition fees. If previous year's actuals are not available, the total of actuals of first ten months, of the previous year's Grants-in-aid and last two months, estimated requirement is to be indicated. A·5% growth above the actual amount calculated to be admissible under Salary Deficit Scheme may be added

to the estimate to provide for normal growth due to increment in pay. The actual calculation for first six months may be made by using the following formula :

'Last year's actual Grants-in-aid (first ten months' of previous years actuals plus last two months' estimated requirement) for Salary Deficit Scheme = X.

Last year's actual Grants-in-aid for Dearness Allowance =Y

Last years actual Grants-in-aid for R.T.F. = Z

Grants-in-aid for first six months = $P = \left[\frac{21X}{40} + \frac{Y}{2} + \frac{Z}{2}\right]$.

The District Inspector of Schools will make proper scrutiny of the amount claimed including checking of previous year's of Grants-in-aid application on the point whether the conditions for eligibility of grants (e.g. minimum enrolment, Examination Results of the previous three years etc.) have been fulfilled. The actuals of previous years are to be calculated taking into account any possible excess or short drawal in that year to adjust for the short or excess drawals for earlier period. After scrutiny, the District Inspector of Schools, will send a consolidated Sanction Order for all the schools of the district to the Treasury/Sub-Treasury/Pay and Accounts Officer concerned with advice that the amount sanctioned will be divided by 6 in order to arrive at the monthly amount of Grants to be paid to school. The existing practice of submission of a Bill for the sanctioned amount of the school along with a 'Deed of Acceptance' signed by the members of the Managing Committee will be dispensed with. The Managing Committee of the school will in due course send one general 'Deed of Acceptance' covering all payment to be made from time to time.

6. In respect of the Treasuries/Sub-Treasuries where the system of payment by cheque has not yet been introduced and till the system of cheque is introduced, this monthly amount will be drawn by the Treasury/Sub-Treasury (in the form prescribed in Annexure I) and the proceeds of the amount drawn will be credited into a Personal Ledger Account titled as 'Secondary Education Fund" by transfer payment. The opening of the P. L. Accounts is hereby sanctioned and same may be opened in anticipation of necessary authority from Accountant General, West Bengal as a special case. The P. L. Account to be opened shall be operated jointly by the Treasury/Sub-Treasury or Additional Treasury Officer and the Treasury Accountant/Sub-Treasury Accountant as the case may be. On the day following the day on which proceeds of consolidated Grants-in-aid Bills of the schools are credited into P. L. Account, a cheque will be drawn as per amount noted in the relevant consolidated Grants-in-aid Bills of Secondary Schools. The Cheque so drawn will be *account payee only* in favour of the Link Branch of the Public Sector Bank and will be marked 'not- payable before 25th of day of the month' to which the Grants-in-aid Bill relate i.e. the payment to the Link Branch will be made 4 days before the last working day of a month. The cheque will be forwarded to the Link Branch of the Public Sector Bank by special messenger by the last week of the month along with a cheque slip (Annexure-I) for crediting to the accounts of respective schools who opened Bank Account for the purpose at the Paying Branches.

7. In the Treasuries and Pay and Accounts Office where payment is made by cheque, the Treasury Officer/Pay and Accounts Officer will draw single cheque in respect of

one consolidated Bill concerning all the Paying Branches under one link Branch. The cheque with a cheque slip will be sent to the Link Branch concerned with advice for payment into the individual account of the school and the cheque will be forwarded to the Link Branch by Special Messenger by the last week of a month for transfer and crediting to the respective accounts of the schools at the Paying Branches by the last working day of the month for which the salary is due.

8. For salaries of the month of March payable in April, the amount will be drawn on 1st day of April by all the Treasury/Sub-Treasury/Pay and Accounts Officer.

9. After the amount is credited to the Bank Account with the Paying Branch of the individual school. The school will pay individual teaching and non-teaching staff by cheque. The employees will arrange encashment of their cheques which may be either crossed or open as the employees would like. If the teaching and non-teaching members of staff desire cash payment, the school will pay in cash after encashing one consolidated cheque. The 'pay cheque' to the individual teaching and non-teaching staff should be for net amount payable. The contributions towards Provident Fund Account or Accounts both by the management and the employees shall be drawn by cheque issued by the operators of the Bank Account for dseposit to the Provident Fund Account or Accounts as the case may be. The school will ensure that every teaching and non-teaching staff get their Grants-in-aid component of salaries as per entitlement, i.e on the basis of their scale of pay, attendance and satisfactory performance of duties and other rules in force. The Headmaster/Headmistress and the Teachers' representative of the Managing Committee of the school will watch disbursement of salary and anything irregular made by the school authority which could not be settled locally with the school authority or District Inspector of Schools (Secondary Education), should be brought to the notice of Director of Secondary Education.

10. Within first 6 months the school will calculate their actual entitlement of Grants-in-aid on account of Salary Deficit Scheme as also Dearness Allowance and reimbursement of tuition fees. After these are calculated the same together with Audit Report and Utilisation Certificate signed by the operators of Bank Account in respect of previous Grants (upto 4th month) shall be furnished to the District Inspector of Schools, Secondary Education.

11. After proper scrutiny the entitlement of each school will be determined and sanctioned by District Inspector adjusting the excess or short fall on account of first 6 months' Grants-in-aid released on an ad-hoc basis. This amount will also be drawn month by month Bank-wise by the Treasury/ Sub-Treasury/ Pay and Accounts Office in a consolidated bill and similar procedure for drawal and disbursement as stated herein before shall be followed.

12. The Utilisation Certificate may be furnished by the school (a) one for the first four months and the last two months of the previous year, and (b) again for months from fifth to tenth (that is from July to December). Utilisation Certificate regarding (a) shall be furnished by the school along wtih claim for last 6 months Grants-in-aid for the year, and Utilisation Certificate regarding (b) shall be furnished with claim for first 6 months. The District Inspector of Schools (Secondary Education), will have to

indicate in the order sanctioning Grants to the school that he has received and countersigned the Utilisation Certificate.

13. The Treasury/Sub-Treasury/ Pay and Accounts Officer will send a cheque (either P. L. Account Cheque or Treasury Cheque) and cheque slip as in Annexure I to the Link Branch of a Bank (to be named as Link Branch by the local head office of the Bank) indicating name of the school, the Paying Branch, Account No. and amount to be credited to the individual school account. On receiving the cheque slip and cheque the Link Branch (selected for the purpose) will credit the sum mentioned in the cheque slip to the cheque slip to the account of the school through Paying Branches under it after making arrangements of collection or clearing of cheques. As per rules of the Bank, the Government will pay charges for collection of cheques where neccessary if the same cannot waived by the bank.

14. *Actions to be taken by the schools :*

(a) Each school will open a Special Account with a Paying Branch as already defined in Paragraph 4 for the purpose for particular Treasury/Sub-Treasury/Pay and Accounts Office. The minimum balance for such Account may be Rs. 5/- only.

(b) The Accounts so opened will be operated by the persons as mentioned in paragraph 4 (c) above. No amount other than Government Grants-in-aid shall be credited in the Account. No payment other than salaries of the teachers and Provident Fund Deposits will be drawn from the Account.

(c) The School will intimate the concerned Treasury/Sub-Treasury/Pay and Account Office, the name of the Paying Bank with which Account has been opened by it and the Account Number thereof.

(d) The School will submit their Grants-in-aid applications along eith Utilisation Certificates to the District Inspector of Schools in respect of first 6 months by the 2nd February each year and such applications in respect of last 6 months will be submitted by 2nd July each year. In the Grants-in-aid application of the school the name of the paying Branch with its address and the Account Number of the school at the Paying Branch is to be indicated.

(e) On receiving credit of Grants-in-aid in the Accounts so opened, the school will pay their Teachers and Staff in the manner as indicated in para 9 above after considering the entitlement of the teaching and non-teaching staff with reference to attendance, scale of pay, satisfactory perfomance of duty etc. as may be prescribed by the Managing Committee of the School or Board of Secondary Education.

(f) The School will furnish Utilisation Certificate along with the Grants-in-aid application as per paragraph 12 above.

15. *Actions to be taken by District Inspector of Schools (SE)*

(a) District Inspector of Schools, Secondary Education will send an authenticated list of Schools to the Treasury Officer/Sub-Treasary Officer/Pay and Accounts Officer and the Link Branch of the Bank as indicated in para 4 above. The list should be updated from time to time as a Treasury/Sub-Treasury/Pay and Acounts Office will make payment to the schools situated within their respective payment-jurisdictions

strictly as per list authenticated by the District Inspector of Schools. The District Inspector of Schools will send to concerned Treasury/Sub-Treasury/Pay and Accounts Office consolidated list of Grants payable to schools along with sanction. The Account Number and the Paying Branch in respect of each school are to be indicated in the consolidated list against each school.

(b) The District Inspector of Schools will send along with the consolidated sanction and abstract in quadruplicate showing :

(1) amount of salary payable under Salary Deficit Scheme ;

(ii) amount of Dearness Allowance ;

(iii) amount payable on account of remission of tuition fees.

Again each of the amount under items (i), (ii), and (iii) above respective head of Account/s to which charge will be debited is to be indicated in full.

(c) The District Inspector of Schools while sending the above abstract and consolidated sanction, will send a certificate in respect of all schools that the Utilisation Certificate in respect of previous Grant has been received from the school and the same has been countersigned as per paragraph 12 above.

(d) The District Inspector of Schools will see that withdrawal by cheque drawn in favour of third party other than the teachers and staff of the school is not made by school from this Special Account but in respect of G.P Fund contribution withdrawals by crossed and account payee cheques may however be made.

(e) The District Inspector of Schools will arrange periodical Inspection of Schools and also Audit of the account of the Schools by making suitable arragement in consultation with Director of Secondary Education, if necessary.

16. *Actions to be taken by the Treasuries/ Sub-Treasuries/Pay and Accounts Office :*

(a) A Treasury/Sub-Treasury/Pay and Accounts Office will preserve under lock and key (i) the authenticated list of schools (which may be updated as and when necessary) sent to it by the District Inspector of Schools and (ii) the sanctions issued by the District Inspector of schools for consultation whenever necessary.

(b) The Treasury/Sub-Treasury/Pay and Accounts Office will prepare a bill on the basis of sanction of District Inspector of Schools as per paragraphs 4 to 6 above. The Bills so prepared will be encashed by 3rd week of the month to which the Grants-in-aid payment relates and cheques will be sent to the Link Branch at the District Headquarters or Sub-Divisional Headquarters, as the case may be along with a cheque slip (Annexure I).

(c) The cheque slip will show the names of the Schools, names of the Paying Branches, Account Numbers and amount to be credited to the Accounts of the individual school.

(d) One combined cheque slip cum consolidated bill may be prepared in quarduplicate. The first copy will be used as Voucher for drawing the amount from the Government account. The second and third copy will be sent to the Link Branches along with the relevant cheque. The Link Branches of the Bank will return the third

copy after acknowledging the amount. The fourth copy will be the Office Copy of the Bill. The cheque will be sent in the last week of the month before the end of the month except for the month of March for which it will be sent on the second working day of April.

(e) A Bill Register may be maintained by the Treasury/Sub-Treasury/Pay and Accounts Officer. All Bills before drawal should be entered in the Bill Register and disposal of Cheques received will be noted.

(f) The staff which are engaged for preparing these Bills of Grants-in-aid should not be engaged for writing cheques thereof.

(g) The abstracts and the bill should be sent to the Accountant General, West Bengal with the Treasury Accounts indicating under relevant subsidiary Registers charges incurred for each head on Salary Deficit Scheme, Dearness allowance and Reimbursement of Tuition Fees as per detail heads of account indicated in the abstract.

(h) The Treasury Officer will have to verify reference to paid cheque that the amount indicated in the pay order on the Bill has been paid by cheque.

(i) The office copy of the Bill should be preserved properly.

(j) The P. L. Cheques by the Treasury/Sub-Treasury/Pay and Accounts Officer paying Grants-in-aid to a Bank need not be presented to the Treasury/Sub-Treasury Officer/Pay and Accounts Officer for obtaining Pay Order.

(k) The charges for Commissions as may be payable to Bank may be drawn in the same Bill and the same will be debited to the head to which the claims of Grants-in-aid on account of Salary Deficit Scheme will be debited.

17. *Actions to be taken by the Banks :*

(a) The Paying Branches of the Bank as defined in paragraph 4(a) will allow opening of a Special Account by the school as per rules of the Bank. This account can be opened and operated by persons authorised in this regard as laid down in paragraph 4(c).

(b) The Account may be opened with a deposit of Rs 5/- and requirement of minimum balance for maintaining Account with Cheque facilities may be waived. The Bank will not charge any amount for maintaining the Account.

(c) The Paying Branches of the bank will work as per instructions of the Link Branch of the Bank as regards credit of amount to the account of school and each time the school will be kept informed of amount credited at the Account.

(d) It will be duty of the Link Branches as will be nominated by the State Bank of India, United Bank of India, United Commercial Bank and Central Bank of India in accordance with paragraph 3 to co-ordinate the implementation of the Scheme in respect of the Paying Branches attached to respective Link Branches and the Link Branches will also act as liaison between Calcutta Pay and Accounts Office/ Treasuries/Sub-Treasuries as the case may be and the paying Branches attached to them.

(e) The Paying Branches of the Bank will not accept any other deposit into the Account other than Grants-in-aid by Government mentioned at para 15(b).

(f) The Paying Branches of the bank will allow withdrawal on the 1st working

day of a month in respect of salary of the preceeding month provided advice for credit of sum payable to the school has been received.

(g) In no case withdrawal shall be allowed in excess of the balance standing in the Account of the school.

(h) The Paying Branches of the Bank will give a Statement of account showing receipt and withdrawal as and when required by the school.

(i) Besides the receipt of cheque given on the third copy of combined Bill/Cheque Slip, the Link Branch will give a valid receipt of the amount received from the Treasury/Sub-Treasury/Pay and Accounts Officer and this receipt will be kept with them as the valid acquittance of the payment.

(j) The Link Branches upon receipt of the consolidated cheques in respect of all the Paying Branches attached to them will take immediate steps for transfer and credit of the individual accounts to the respective Accounts of the schools with the Paying Branches. This should be completed within seven days from the receipt of the cheques.

18. The above Scheme will come into effect from June, 1978, i.e. the Grants-in-aid for June, 1978 will be paid under the Scheme. For the current year only, the first payment under the Scheme will be for three months from June to August on an ad-hoc basis on the same scale as in the first three months of the current financial year, adjustment on actual entitlement basis being made in the Bill for next six months, the second Bill will be for balance six-months of the current year. From 1978-79 the Scheme as outlined above will be given effect in toto.

19. The Governor has been further pleased to direct that this order be issued in relaxation of the Treasury Rules, West Bengal, in terms of Rule 1(4), of the Treasury Rules, West Bengal, Volume-I.

M. G. Kutty
Secretary, Finance Department,
Government of West Bengal

ANNEXURE I

Consolidated Grants-in-aid Bill/Cheque Slip.

Bill for Grants-in-aid chargeable to Head.........................paid at the ....Treasury/Sub-Treasury/Pay and Accounts Office, Calcutta for the month of ....19.......................

Name of School	Address of School	Name of Paying Bank	Account No.	Ammount payable and to be drawn/credited		Remarks
1	2	3	4	5		6
				Rs.	P.	

Collection Charges ....
Total Rs. ....
(Rupees ....*)*
Treasury Officer/Additional Treasury
Officer/Pay & Accounts Officer/
Sub-Treasury Officer.

To
The Agent/Manager,
....Bank/Branch.

The enclosed cheque for Rs. ....(Rupees ....) is sent for favour of credit ot the Special Single Name Account of School mentioned above.

Date of issue of cheque:
Serial Number of Cheque:

Treasury Office/Additional Treasury
Officer/Sub-Treasury Officer/Pay & Accounts Officer, Calcutta.

GOVERNMENT OF WEST BENGAL
Education Department
Grants-in-aid Section

No. 2103(16)GA Dated Calcutta, the 27th June, 1978

From: The Director of Secondary Education, West Bengal.

To : The District Inspector of Schools (Secondary Education).

Sub: Scheme for payment of salaries of teaching and non-teaching staff of non-Government aided Secondary Schools covered by salary deficit scheme through Public Sector Bank.

In enclosing herewith a copy of the Finance Department, Audit Branch, Memo No. 6696-F dated the 19th June, 1978 on the above subject the undersigned has to issue the following instructions for his/her guidance.

1. The above scheme is actually a scheme for payment of Government Grant-in-aid component of salaries of the teaching and non-teaching staff of recognised non-Government aided High Schools (X including High Madrasahs of Secondary type) covered by Salary Deficit Scheme through Public Sector Banks.

2. The scheme takes effect from the 1st July, 1978 i.e. from the grants-in-aid for June, 1978, payable in July, 1978. For the current year only, the first payment under the scheme will be for three months from June to August on an *ad-hoc basis* on the same scale as in the first three months of the current financial year, adjustment on actual entitlement basis being made in the sanction order for the next six months (September-February) :

From June, 1978 onwards Government D.A. at the prerscribed rate should be added to the sum total of salary deficit grant *plus* R.T.F. for boy-pupils of Classes V and VI, (VII & VIII from January, 1979)(of Boy's Schools) plus R.T.F. for girl-pupils of Classes V-VIII, to arrive at entitlement of the schools. For entitlement to the grant for R.T.F. of girl-pupils upto Class VIII Boys' schools must have permission for co-education from the competent authority. In this connection a reference is invited to the instruction for advance action, vide this office No.2049(16)GA dated 19.6.1978.

3. Under the scheme schools covered by Salary Deficit Scheme shall open a special Account *specifically* and *exclusively* for the purpose of receipt of Government grants-in-aid under Salary Deficit Scheme with any branch of nine selected Public Sector Banks, Viz State Bank of India, United Bank of India, Central Bank of India, United Commercial Bank, Punjab National Bank, Indian Bank, Allahabad Bank, Bank of Baroda and Bank of India within the payment jurisdiction of the Treasury/Sub-Treasury/Pay & Accounts Office, as the case may be, where the schools also are located. The Branch with which the account will be opened will be known as Paying Branch under the scheme.

Instructions should be issued immediately to all schools covered by Salary Deficit Scheme for selection of operators of the aforesaid Bank Account by adoption of a pertinent Resolution by the Managing Committee or by issue of an order by the Administrator, as the case may be in terms of Para 4(c) of the Government Order No. 6696-F dated 19.6.1976. Schools where authorisation of an

officer by the Director of Secondary Education is necessary for opening and/or operating the Bank Account for the purpose of the present scheme (vide Para 4(d) of the Govt. Order.) should be reported to the Director immediately stating reasons and the name and designation of the officer in whose favour the authority, if to be granted.

After the account is opened the school shall intimate the concerned Treasury/Sub-Treasury/Pay & Accounts Office the name of the paying Bank with which the account has been opened by it and the account number thereof. A copy of the intimation shall be submitted to the District Inspector of Schools (Secondary Education).

4. For each of the Treasuries and the Sub-Treasuries and the Calcutta Pay & Accounts Office there will be one branch of a selected Public Sector Bank which will be nominated as the Link Branch for this scheme. The Link Branches will act as the liaison between the concerned Paying Branches and the Treasury/Sub-Treasury/Calcutta Pay & Accounts Office.

Treasury-wise and Sub-Treasury wise (including Calcutta Pay & Accounts Office) name(s) of the Link Bank(s) will be communicated to the concerned District Inspectors of Schools (S.E) as soon as the name will be received by this Directorate from the above-mentioned Public Sector Banks. However, the Dist.Inspectors may contact the local Branches of the concerned Banks as per list in para 2 of the Government Order either at the District Head Quarters or at the Sub-Divisional Head Quarters to find out the name of the Link Branch.

5. As soon as the names and addresses of the Link Branches of the Public Sector Banks are received the Dist.Inspector of Schools (S.E.) will furnish to the Treasury Officer/Sub-Treasury Officer/Pay & Accounts Officer, Calcutta and the Link Branch of the Bank an authenticated list of schools situated within their respective payment jurisdiction. The list should be updated from time to time as a Treasury/Sub-Treasury/Pay & Accounts Office will make payment to the schools as per list authenticated by the District Inspector.

The names of schools in the authenticated list should tally with the names appearing in their respective letters of recognition official seals.

A reference is invited in this connection to the instructions for advance action issued in this Office Memo No. 9934(15) GA dated 1.6.1978.

6. Under this scheme the existing practice of submission of a bill by the school for the sanctioned amount of grant-in-aid along with a "Deed of Acceptance" signed by the members of the Managing Committee is dispensed with. Instead the Dist. Inspector of Schools (S.E.) will make a consolidated list of grants-in-aid of all schools as per their respective entitlement for three months (June-August, 1978) for the first payment under this scheme and send the same to the concerned Treasury/Sub-Treasury/Pay & Accounts Officer along with the sanction or order in their favour with the advice that the amount sanctioned for each school will be divided by 3 (three) in order to arrive at the monthly amount of grant-in-aid to be paid to the school. The Account Number and the Paying Bank in respect of each schools are to be indicated in the consolidated list. Budget provision and other allied particulars regarding appropriation of funds are to be stated in the sanction order as required under rules. The names of schools in the consolidated list should tally with the names shown in the authenticated list.

The Dist. Inspector of Schools (S.E.) will send along with the sanction order and the consolidated list of grants-in-aid and abstract *in quadruplicated* showing:-

(i) amount of grant-in-aid component of salary under Salary Deficit Scheme ;

(ii) amount of Dearness Allowance ;

(iii) amount payable on account of remission of tuition fee of boy-pupils of Classes V and VI and

(iv) amount payable on account of remission of tuition fee of girls-pupils of Classes V-VIII.

The Heads of Account(s) to which the above charges will be debited should be indicated in full.

While sending the above abstract and consolidated sanction the Dist. Inspector of Schools (S.E.) will send a certificate in respect of all schools that the utilisation certificate in respect of the previous grant for the first quarter (March-May) of the current year 1978-79 has been received from the school and the same has been countersigned.

Instructions should be iseued to all schools immediately to furnish to the Dist. Inspector of Schools (S.E.) a utilisation certificate in duplicate, in respect of the grants-in-aid received by the school for the first quarter (March-May) of the current financial year 1978-79. Submission of the Deed of Acceptance by the Managing Committee may not be insisted upon at this stage, which the schools may be required to submit after receipt of the full amount of grants-in-aid under salary deficit scheme for the year 1978-79. The schools need not submit the G.A. application for the purpose of grants-in-aid for the second quarter, also, *Audit Reports may not be required at this stage. But the schools must have submitted G.A. application for 1977-78. No estimates need be obtained from the schools for their grants for the second quarter.*

5. It should be made clear to all schools covered by Salary Deficit Scheme that no amount other than government grants-in-aid under Salary Deficit Scheme shall be credited in the Bank Account opened for the purpose and no payment other than salaries of the teaching and non-teaching staff and Provident Fund deposits will be drawn from the account. After the amount of grants-in-aid is credited to the Account of the school with the Paying Bank, the school will pay the individual member of the teaching staff by cheque which may be either crossed or open as the employees would like. If the members of the staff desire cash payment the school will pay in cash after encashing one consolidated cheque. The pay cheque to the individual member of the staff should be for net amount payable. The contributions towards Provident Fund both by management and employees shall be drawn by cheque for deposit to the Provident Fund Account or Accounts as the case may be.

6. Contents of the Govt. Order No. 6696-F dated 19.6.1978 or relevant extracts from the Govt. Order should be communicated to all schools covered by Salary Deficit Scheme for their guidance.

7. Efforts should be made by the Dist. Inspector of Schools (S.E.) to collect utilisation certificates in respect of grants-in-aid under Salary Deficit Scheme paid for the previous quarter (March-May), Bank Account Nos. and names and addresses of

Paying Bank of all schools covered by Salary Deficit Scheme before issue of sanction orders for the second quarter (June-August) of 1978-79, which may be sent to the concerned Treasury/Sub-Treasury/Pay & Accounts Officer by the 15th July, 1978 at the latest.

A specimen sanction order is enclosed for his/ her guidance.

Sd/- Illegible
for Director of Secondary Education,
West Bengal.

(SPECIMEN SANCTION ORDER)

GOVERNMENT OF WEST BENGAL

Office of the District Inspector of Schools (Secondary Education)

.... Date..................

No............

In terms of G. O. No. 6696F dated 19.6.1978 sanction is hereby accorded to the drawal of Rs.......... by the Try/Sub-Try./Officer, ..., Pay and Accounts Oficer, Calcutta, for payment of the same on monthly basis to the recognised Non- Govt. aided Secondary Schools (including High Madrasahs of Secondary type) as shown in the list annexed hereto on account of grants-in aid under Salary Deficit Scheme (including D. A. and remission of tuition fees) for the period from......to ...... The amount of grant shown against each school in the annexure should be divided by ....to arrive at the amount to be paid on monthly basis.

2. The allocation of the amount, hereby sanctioned, under different heads of account is as below :

Grant-in-aid Component of Pay under-Salary Deficit Scheme Rs. ....

D.A. Rs. ....

R.T.F. of boy pupils for Classes V & VI Rs. ....

R.T.F. of girls pupils for Classes V to VIII Rs. ....

3. The Expenditure will be met out of the allotment of the year 19........ 19........ the position of which is indicated below :

Budget Provision	Allotment placed with his office	Total sanction upto date including this sanction	Balance
(1)	(2)	(3)	(4)

4. The utilisation certifiacate for the amount sanctioned to the Schools for the last............ months has been received and countersigned.

ANNEXURE

School wise details of sanction of grant-in-aid for the period from..
to............................ during the year 19...................... 19........................

Sl. No.	Name of the School	Name of the Paying Bank	Bank A/c No. of the School	G.A. component of pay
(1)	(2)	(3)	(4)	(5)
Total :				

Amount Sanctioned

D. A.	R.T.F. for classes V&VI for boys	R.T.F. upto for class VIII for girsls	Total (5 to 8)
(6)	(7)	(8)	(9)

GOVERNMENT OF WEST BENGAL
Education Department : Secondary Branch

No. $\frac{\text{968-Edn(S)}}{\text{9P-11/76}}$ 25th July, 1978.

To : The Director of Secondary Education, West Bengal.

Sub : Payment of Grants for rent, rates and taxe to Secondary Schools previously covered by the Grants-in-aid Scheme on complete deficit basis.

The undersigned is directed to say that before the introduction of 'Salary Deficit Scheme' with effect from 1st May, 1972 in this State, recognised non-Government Secondary Schools covered by the Grants-in-aid scheme on complete deficit basis were allowed grants towards payment of rent, rates and taxe. Under the 'Salary Deficit' scheme there is no provision for payment of such grants. The question of payment of such grants to those of the aforesaid schools which do not have sufficient funds to meet the expenditure on rent, rates, taxes, etc. has been under consideration of Government for some time past. It has been decided that payment of additional grant for the purpose may be considered in the cases of those schools' the income of which from sources other than tuition fees falls short of the amount payable as rent, rates and taxes after meeting the normal obligatory expenses.

The Governor is now pleased to order that additional grant (over and above what is admissible under the 'Salary Deficit' Scheme) may be sanctioned to recognised non-Government Secondary Schools subject to the following conditions.

(1) To qualify for the grant the school must have been under the complete deficit scheme and must have elected to come under the 'Salary Deficit' Scheme ;

(2) The school must have been in receipt of grant for payment either in full or in part, of rent, rates and taxes under the complete deficit scheme ;

(3) The income of the school from sources other than these, including tuition fees, accountable as income under the Salary Deficit Scheme, falls short of the amount, either in full or in part, payable as rent, rates and taxes after meeting obligatory expenses for running the school ;

(4) · The amount of grant shall be determined after scrutiny of the financial condition of each eligible school and shall in no case exceed the amount payable as rent, rates and taxes ;

(5) Admissible grant may be paid from June, 1978.

As scrutiny of the eligible cases will take time, the cases of the schools shown in the enclosed list (selected from the list furnished by the committee appointed to examine the need for additional grant in such cases) may be taken up for consideration immediately and admissible grant released as early as possible.

The charge involved will be debited to the head 'B-Secondary IV- Assistance to non-Government Secondary Schools—State Plan (Fifth Plan)—Expansion of teaching and educational facilities for children of age-group 14-16—Grants-in-aid/contribution in the 277 Education (excluding Sports & Youth Welfare)'Budget.*

This order issues with the concurrence of the Finance Department vide their U.O.No 1818 dated 24.7.78.

The Accountant General, West Bengal and the Pay and Accounts Officer, Calcutta Pay & Accounts Office are being informed.

S. N. Chowdhury.
Deputy Secretary to the
Government of West Bengal

GOVERNMENT OF WEST BENGAL

Finance Department : Audit Branch

No. 7772- F 26th July, 1978.

MEMORANDUM

In terms of paragraph (4) (d) of G. O. No. 6696-F dated 19.6.78, the Director of Secondary Education may authorise and officer under him to operate the Bank Account opened by the Managing Committee etc. as per para 4(c) of the above Government order.

The Governor has been pleased to clarify that the Director of Secondary Education may also authorise an officer under him to open an Account with a Bank under the Scheme for the purpose of credit of the salary component of Grants-in aid in respect of a school. In the order of the Director of Secondary Education there should be specific time limit the period for which such Account will be maintained and during which withdrawal shall be made by the officer nominated.

The Director, Secondary Education must satisfy himself about the actual

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Comment : * At present only salary for payment to approved whole time staff are sanctioned as grant, Rent contingent expenditure & Audit fees etc. are to be spent from Developement fees.

disbursement made out of the account with reference to the Acquinttance Roll and other records of the school.

S. Goswami
Deputy Secretary to the
Government of West Bengal

GOVERNMENT OF WEST BENGAL
Education Department
Secondary Branch

No. 979-Edn. (S) 16-3/75 pt. Dated, Calcutta, the 29th July, 1978

From : Shri S. N. Chowdhury,
Deputy Secretary to the Government of West Bengal

To : The Director of Secondary Education, West Bengal.

Sub : Payment of grants on account of increased salaries for approved teachers of the Junior High Schools recognised on 1.1.70 and 1.1.71.

The undersigned is directed to say that junior High Schools recognised upto the 1st January, 1969 receive grants from Government on account of dearness allowance, pay contribution and ad-hoc pay for the approved staff and also towards "Increased salaries" for the approved teachers. High Schools recognised after the 1st January, 1969 received grants on account of dearness allowance, pay contribution and ad-hoc pay for the approved staff but they do not receive grants toward increased salaries for their approved teachers. The question of extending gradually the benefit of grant-in-aid towards increased salaries for the approved teachers of all recognised Junior High Schools has been under consideration of Government for sometime past. It has now been decided that for the present the benefit would be extended to Junior High Schools recognised on the 1st January, 1970 and the 1st January 1971.

2. The Governor is now pleased to order that Junior High Schools recognised on the 1st January, 1970 and the 1st January, 1971, should also be allowed grants with effect from the 1st April, 1978 on account of "increased salaries" for their approved teachers, in addition to the grants paid towards dearness allowance, pay contribution and ad-hoc pay, on the same principle as followed in the cases of Junior High Schools recognised upto the 1st January, 1969.

3. The charge will be debited to head "Improvement of conditions of services teaching and non-teaching staff of Secondary Schools Grant-in-Aid/Contributions" subordinate to the head "277-Education (excluding Sports & Youth Welfare-B. Section IV-Assistance to non-Government Schools-Non-Plan" in the Education Budget.

4. This order issues with the concurrence of the Finance Department vide their G.O.No. Group B/1790 dated the 26th July, 1978.

5. The Accountant General, West Bengal and the Pay and Accounts Officer, Calcutta Pay and Accounts Office are being informed.

Sd/- S. N. Chowdhury, (Deputy Secretary.)

GOVERNMENT OF WEST BENGAL
Education Directorate : Grants-in-aid Section

No. 2409-GA 2nd August, 1978

To : The District Inspectors of Schools, (S.E.).

Sub : *Payment of Salary to newly appointed teachers whose approval cases are pending in the offices of the District Inspector of Schools (S.E.)*

He/She will find enclosed a copy of a note dated 24.7.78 from the Director of Secondary Education, West Bengal, on the above subject for information and guidance. The schools may include in their estimates for Grants-in-aid claims in respect of teachers whose cases for approval of appointment have been lying pending with the office of District Inspector of Schools (S.E.), provided they have been appointed in sanctioned posts with prior permission from the competent authority and have the requisite qualification for appointment in their respective posts.

Necessary instructions may be issue to schools.

Sd/- Illegible
Deputy Director of Secondary Education, West Bengal

D.D.S.E.(G.A)

During a discussion in the Chamber of Hon'ble Minister, Education (P & S) with the representatives of Teacher's Associations one of the suggestions made was as follows.

To accomodate payment of salary to newly appointed teachers whose approval cases are pending with the D. I. Office (provided those are admissible within the sanctioned strength for the school) the schools may include their entitlements showing these seperately, in the grants-in-aid applications submitted either for the first half or for the second half of the financial year, as the case may be. The District Inspectors, after proper scrutiny will include these amounts in their sanctioning orders.

Necessary instructions may be issued to the District Inspectors of Schools to implement the above suggestions.

S. N. Ghosal
Director of Secondary Education
West Bengal.

GOVERNMENT OF WEST BENGAL

Education Department

Secondary Branch

No. 2684 – Edn(S) / 11.1G – 24/78 Dated Calcutta, 21.12.78

From : Shri S. N. Chowdhury,
Deputy Secretary to the Govt. of West Bengal

To : The Director of Secondary Education, West Bengal

Sub : *Payment of grants-in-aid to recognised non-government Junior High Schools & Junior High Madrasahs.*

Under the existing Grants-in-aid Scheme for Junior High Schools and Junior High Madrasahs all recognised non-Government Junior High Schools and Junior High Madrasahs of Secondary type receive grants from the State Government on account of D.A., Ad-hoc pay and pay contribution in respect of their approved teachers and non-teaching employees. Junior High Schools and Junior High Madrasahs recognised upto 1971 also receive grants towards increased salary of their approved teachers and those recognised upto 1969 receive, in addition, lump grants, at the rates varying from Rs. 500/- p.a. to Rs.1200/- p.a. The question of sanctioning grants to recognised Junior High Schools and Junior High Madrasahs

of Secondary type on account of pay and allowances of their approved teaching and non-teaching staff according to the prescribed scales has been under consideration of Government for some time past. Government have decided to introduce from 1.1.79 a uniform pattern of grants-in-aid to all Junior High Schools and Junior High Madrasahs replacing the existing system. According to the new scheme grants-in-aid will be paid to recognised non-Government Junior High Schools and Junior High Madrasahs of Secondary type on account of pay and allowances of their approved staff, both teaching and non-teaching according to the scales prescribed by Government.

2. In supersession of all previous orders on payment of grants-in aid to Junior High Schools and Junior High Madrasahs of Secondary type the Governor is pleased to direct that with effect from 1.1.79 grants-in-aid shall be paid to Junior High Schools and Junior High Madrasahs of Secondary type in the manner and subject to the conditions specified below :

(i) A Junior High School—4-class 3-class or 2-class should have on its roll the minimum number of students prescribed by the Board for recognition.

(ii) The Institution should provide teaching accomodation and other amenities according to the standard prescribed by the Government or by the West Bengal Board of Secondary Education, or by the Director of Secondary Education, West Bengal or by any authority competent to do so.

(iii) The Institution should maintain discipline and an acceptable standard of academic efficiency.

3. The Institutions which satisfy the conditions specified in para 2 may apply to come under the present scheme to the Director of Secondary Education, in such manner and in such form as may be prescribed by the Director of Secondary Education or an Officer authorised by him.

4. The Institution opting to come under the present scheme will be eligible for grants-in-aid covering full pay and allowances of their approved teaching and non-teaching staff according to the scales and rates prescribed by the State Government. No other grants shall be paid to such insitutions. Payment of grants for compensation or loss of tuition fees consequent upon the introduction of free education upto Class VIII, both for boys and girls, shall be discontinued in the cases of Institutions coming under the scheme. If the enrolment of any Institution falls short of the minimum prescribed in para 2 (i) for more than one year grants-in-aid, payable under this order should be discontinued and grants at the rates prevalent before the introduction of this scheme should be paid until the enrolment improves and reaches the prescribed minimum.

5. Payments of grants-in-aid under the scheme shall also be subject to the following further condition :—

(i) The Institution shall not realise tuition fees from the student. The benefit of free tuition under the schemes sanctioned in terms of G.O.'s No.10127-Edn. dated 29.8.58, No.123-Edn.(S) dated, 20.2.71 No. 51-Edn. (S) dated 12.1.78 and No. 2607-Edn. (S) dated 4.12.78 shall be allowed to the students subject to the condditions laid sown in U.O.s No.1003 Edn. (S) dated 3.7.73 and No. 2683-Edn. (S) dated 20.12.78.

(ii) The Institution shall pay salary and allowances to the approved teaching and non-teaching staff according to the scales and rates approved by the State Government from time to time.

(iii) Grants-in-aid paid under this scheme shall be utilised exclusively for the purpose for which it is paid.

(iv) The Head of the Institution and the Members of the Managing Committee shall be jointly and severally responsible for the proper utilisation of the grant. The term "Managing Committee" means the "Managing Committee" constituted under the rules and orders in force and shall include Ad-hoc Committee and Adminstrator appointed by the appropriate authority under the rules and orders in force.

(v) For misuse and unauthorised diversion of the grant the State Government may, apart from excluding the Institution from the purview of the scheme, take such legal action as may be considered fit.

(vi) The Institutions shall maintain separate accounts of the grants-in-aid paid under this scheme and shall arrange audit according to rules in force. The Institutions shall also offer facilities for inspection by Officers of the Education Department/Education Directorate/Commissioners of Divisions/District Magistrate and Sub-Divisional Officer.

(vii) The State Government or the Director of Secondary Education, West Bengal, shall have the power to prescribe rules regulating the conditions of service of teachers and other employees of the Institutions covered by the present scheme.

6. The Director of Secondary Education, West Bengal may now proceed with the implementation of the Scheme. An Institution should be admitted to the scheme only on acceptance, in writing, of the terms and conditions specified in this order.

7. This scheme shall not apply to "Sponsored Institutions". Such Institutions shall continue to receive financial assistance on the existing scale, until further orders.

8. The additional expenditure involved in implementing the scheme will be debited to the respective minor heads under the non-plan subordinate to the head "B. Secondary (iv)—Assistance to non-Government Secondary Schools" in the 277—Education (excluding Sports and Youth Welfare) Budget.

9. This order issues with the concurrence of the Finance Department vide their U.O. No. Group B. 2254 dated the 4th December, 1978.

10. The Accountant General, West Bengal and the Pay and Accounts Officer, Calcutta, Pay & Accounts Office are being informed.

S. N. Chowdhury
Deputy Secretary

GOVERNMENT OF WEST BENGAL
Directorate of Secondary Education

Dated, 21st Feb. 1979.

No. 497/Sc./G

Sub: *Payment of Grant-in-aid to recognised non-Govt. Jr. High Schools and Jr. High Madrasahs from 1.1.79.*

Comment : In order to get grants-in aid on salary deficit scheme from the Government, Concerned Schools are to abide by the rules noted aboves. —Editor

In continuation of this Directorate's letter on the subject the undersigned has to note below the clarification of the Govt. order sent in No. 38-Edn.(S) dated 15.1.79 on the points for information and guidance :

(1) Are all the Jr. High Schools/Madrasahs recognised upto date intended to be brought under the new scheme ?

Reply : Yes.

(2) What should be the policy regarding fixation of pay of the teaching and non-teaching staff in prescribed scale ?

Reply : If the pay of an employee as on 31.12.78 was below the minimum of the scale prescribed by Govt. his/her pay should be fixed at the minimum of the prescribed scale. If the pay of an employee as on 31.12.78 exceeded the minimum of the scale prescribed, his/her pay should be fixed at the corresponding stage of the precribed scale. If there is no such stage in the prescribed scale his/her pay should be fixed at the stage next below the difference being treated as personal pay to be absorbed in future increment. If the maximum pay of an employee as on 31.12.78 was higher than the maximum of the scale prescribed by Govt. his/her pay should be fixed at the maximum of the prescribed scale, in other words for the purpose of grants-in-aid, in no case the pay of an employee after fixation should exceed the maximum of the prescribed scale. In cases where fixation of pay in the prescribed scale is proposed at a stage higher than the minimum it should be verified that the school had been regularly paying its share towards pay and that the school has steady and adequate resources to maintain that rates/scales of pay. Each such case should be carefully scrutinised before final fixation.

The pay referred to above (as on 31.12.78) should also include the amount of dearness allowance sanctioned by Govt. prior to 1.1.70, the amount of pay contribution, ad-hoc increase in pay sanctioned by Govt. from time to time, the amount of increased salary and the proportionate share of lump grant, if any. After fixation of pay in the prescribed scale no further grant should be paid for the items mentioned above, including lump grant.

If any portion of the income of an institution derived from sources other than tuition fees is utilised towards payment of salaries (including schools share) of the approved employees, then the amount of grant payable under the revised grant-in-aid scheme introduced in terms of G.O. No.2684-Edn.(S) dated 21.12.78 should be reduced by that amount.

Director of Secondary Education
West Bengal

GOVERNMENT OF WEST BENGAL
Education Department
Secondary Branch

No. $\frac{\text{885-Edn(S)}}{\text{3S-12/78}}$ Dated Calcutta, 31.7.79

Sub : *Extension of 'Salary Deficit Scheme' to non-Govt. High Schools and High Madrasahs recognised upto 1.1.74.*

In continuation of Govt. Order No. 539-Edn. (S) dated the 24th April, 1978 the

undersigned is directed by order of the Governor to say that the Governor is pleased to order that non-Govt. High Schools and High Madrasahs of Secondary type recognised upto and on 1st January, 1973 and 1st January ,1974 and not yet covered by the "Salary Deficit Scheme" be permitted to come under the said scheme with effect from 1st April, 1979 or from any subsequent date as the institution may elect, subject to the fulfilment of the conditions prescribed in Govt. Order No. 343-Edn.(S) dated 3rd March, 1973 and 447-Edn (S) dated the 27th March, 1973.

The Institutions which are in receipt of Govt. Grants towards Dearness Allowance, pay contribution etc. for the approved staff and are willing to come under the "Salary Deficit Scheme" may apply to the Director of Secondary Education, West Bengal in the prescribed form. An institution should be admitted to the scheme only on acceptance, in writing, on prescribed terms and conditions.

The charge involved will be debited to the "E-Secondary-IV Assistance to Non-Govt. Secondary Schools-Non-Plan I Secondary Schools for Boys-GA-Contributions/Recurring-Other grants-Extension of Salary Deficit Scheme to High Schools/ High Madrasahs recognised in 1973 and 1974" and "B-Secondary-IV, Assistance to non-Govt. Secondary Schools-Non-Plan II Secondary Schools for Girls - GA- Contributions/Recurring-Other grants-Extension of "Salary Deficit Scheme" to High Schools/High Madrasahs recognised in 1973 and 1974" both in the 277-Education (excluding Sports and Youth Welfare) Budget.

This order issues with the concurrence of the Finance Department vide their U. O. No. Group B 1974 dated the 24th July, 1979.

The Accountant General, West Bengal and the Pay and Accounts Officer, Calcutta Pay and Accounts Office are being informed.

S. N. Chowdhury
Deputy Secretary

GOVERNMENT OF WEST BENGAL

Finance Department

Audit Branch

No.10016-F

Calcutta, the 7th November, 1979.

MEMORANDUM

Sub : *Scheme for payment of salaries of teaching and non-teaching staff of non-Government aided Secondary Schools covered by salary deficit scheme through Public Sector Banks etc.*

In continuation of this Department No. 6696-F dated 19.6.78 and 8116-F dated 17.8.79 on the above subject, the undersigned is directed to say that the scheme has been reviewed in the light of the actual working since July, 1978 and in consultation with the Public Sector Banks etc.

In order that the payment of salaries can be made by the first working day the Governor has been pleased to order, in modification of the provisions in the G. O. No. 6696-F dated 19.6.78 and 8116-F dated 17.8.79 that the cheques should be sent to the Link Bank on the 10th of the month to which the grants-in-aid bill relates. If the 19th is a holiday, the cheque may be sent on the working day immediately

preceeding the 10th day of the month. The date of the cheque will be the date of sending cheques to the Link Branch. On receipt of the cheque from the Calcutta Pay and Accounts Office/Treasury/Sub-Treasury, the Link Branch concerned will take immediate steps for transfer of fund to the respective paying branches who will credit the amount into the acccounts of the schools maintained with them before the end of the month. If necessary, in order to ensure credit within the last working day of the month the paying branches will credit the amount in the respective accounts of the schools maintained with them pending collection/clearing of the cheque, draft etc. The schools will withdraw the amount only on the due date for payment of salary (i.e the first working day unless otherwise directed by issue of any special orders to meet the requirement of any special occassion).

Sd/- M. G. Kutty,
Secretary, Finanace Deptt.

GOVERNMENT OF WEST BENGAL

Education Department

Secondary Branch

No. $\frac{454-Edn(S)}{1G-4/80}$ Dated Calcutta, the 3rd June, 1980

From : Shri R. Chowdhury
Asst. Secretary to the Govt. of West Bengal

To : The Director of Secondary Education, West Bengal

*Sub : Sanction of grant for payment of contingency charges to Secondary Schools (aided & salary deficit scheme) and Madrasahs of Secondary Type.**

The undersigned is directed to say that with the introduction of free education upto Class X with effect from 1st January, 1980 in this State, the State Goverment sanction grants for payment of entire salaries of the approved teaching and non-teaching staff of recognised non-Govt. Secondary Schools and Madrasahs of Secondary Type. Govt also sanction various other grants from time to time to such institutions. Accordingly a proposal for payment of contingency grant to these institutions in order to enable them to meet the expenditure on Auditing, Purchase of Stationery Articles, Sweepers, Wages, Petty repair of Equipment and Appliances etc. has been under considerattion of Government.

The Governor is now pleased to approve of the proposal for payment of a contingency grant of Rs. 42.25 lakhs (Rupees forty two lakhs twenty five thousand) only during the current financial year, to the recognised non-Govt. Secondary Schools and Madrasahs of Secondary type as detailed in the enclosed statement.

The Governor is further pleased to sanction a grant of Rs. 22.00 lakhs (Rupees twenty two lakhs) only out of the approved grant of Rs. 42.25 lakhs as the first instalment during the current financial year for payment to the institutions concerned.

The Deputy Director of Secondary Education (I), West Bengal is authorised to release the proportionate amount of the grant in favour of the authorities of the

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Comment : * This sort of grant is no longer in practice. Now Institutions are required to bear the expenses from their respective funds.

institutions. Utilisation certificates in respect of the grant may be obtained from the institutions concerned and submitted to Department in due course.

The charge may be debited to the head "B-Secondary Assistance to non-Govt. Secondary Schools—State Plan (Annual Plan)—expansion of teaching and educational facilities for children of age group 14-16 grants-in-aid/contributions" in the current years "277—Education (excluding Sports and Youth Welfare)" budget.

This order issues with the concurrence of the Finance Dept. vide their U. O. No. Group-B 1091 dated the 13th May/80.The Accountant General, West Bengal and the Pay & Accounts Officer, Calcutta Pay & Accounts office are being informed.

Sd/-Illegible
Assistant Secretary

For 2 Class Jr. High School	...	Rs. 250/- Annual
For 4 Class Jr. High School	...	Rs. 400/- Annual
For High School/High Madrasah (upto Roll strength 500)	...	Rs. 600/-Annual
High School/High Madrasah (More than 500 students).	...	Rs.750/- Annual

GOVERNMENT OF WEST BENGAL
Directorate of Secondary Education

Memo No. 3662-(16)-Sc/S/ Dated Calcutta, the 23rd Sept. 1980

From : The Director of Secondary Education, West Bengal

To : The District Inspector of Schools,

Sub: Sanction of Govt. D.A. to non-Govt. Secondary Schools not covered under Salary Deficit Scheme.

In partial modification of this office circular No 1448/1(15)- Sc/G, dated 30.7.80, the undersigned has to state that pending a clear decision from the Education Department, Govt. D.A. @ Rs. 90/- and Rs. 67.50 for teaching and non-teaching staff respectively for non-Govt. Secondary Schools not covered under Salary Deficit Scheme, if there be any such school in his/her district, may be paid during the current financial year also, alongwith arrears, if any, of previous years.

The approved whole-time bonafide staff of these schools should also get the following Additional Govt. D. A./Additional Interim Pay (in addition to the Additional Govt. D. A. of Rs. 56/- per month) :-

(1) Interim Govt. D. A. sanctioned under G. O. No. 335(4)- Edn.(B) dated 21.6.78 introduced with effect from 1.4.78.

(2) Interim Additional Pay/Additional D. A. sanctioned in terms of G. O. No. 253(4)-Edn.(S), dated 7.4.49 introduced with effect from 1.4.79.

(3) Further Additional D. A. in terms of G. O. No. 893(4)-Edn.(B) dated 23.11.79 introduced with effect from 1.11.79.

In respect of further Additional D. A. as mentioned in Sl.No. 3, he/she is hereby directed to pay the same to the teaching staff of such schools at the minimum flat rate of Rs. 26/- (Rupees twenty six) only per month, clerical staff @ Rs. 20/- per month and Class IV staff @ Rs. 16/- per month. It may be noted also that the rates of the above noted Interim Govt. D. A./Interim Additional Pay etc. may be modified on receipt of clear instructions from the Education Department, pending which the payment may be made immediately as noted above (or/and instructed earlier) out of the allotment of D. A. already placed at his/her disposal during the current financial year.

Further requirements in this respect, if any, may be placed with this Directorate at the earliest. Top priority may be given to the sanction of Govt. D.A. to schools not covered under Salary Deficit Scheme, so that payment can be made before the Puja Vacation.

Sd/- Illegible
for Director of Secondary, Education,
West Bengal.

GOVERNMENT OF WEST BENGAL
Secondary Education Directorate

No. 3665(16)Sc/S Calcutta, the 23rd September, 1980

From : The Director of Secondary Education, West Bengal

To: The District Inspector of Schools (S.E.)..............

Sub: Payment of Interim Dearness Allowance to the staff of non Govt. Secondary Institutions (Junior High Schools, Junior High Madrasahs and Senior Madrasahs).

His/Her attention is hereby drawn to the Interim Dearness Allowance prescribed under G. O. No. 335(4)-Edn.(B) dated 21.6.78 introduced with effect from 1.4.78 where in Interim Govt. Dearness Allowance to the staff of the educational institutions were sanctioned on the basis of percentage of Grade Pay. In this Office Memo No. 2687(16)-Sc/C dt. 8.9.78, he/she was advised to pay both the teaching and non-teaching staff of Junior High Schools, Jr. High Madrasahs and Senior Madrasahs @ Rs. 25/- per month. But, since the Junior High Schools have come under Salary Deficit Scheme with effect from 1.1.79 and also the Senior Madrasahs with effect from 1.4.80, teaching and non-teaching staff of these institutions should now get this Interim Dearness Allowance on the basis of percentage of their Grade Pay, as is done in cases of Aided High Schools.

Sd/- Illegible
for DIRECTOR OF SECONDARY EDUCATION
WEST BENGAL.

GOVERNMENT OF WEST BENGAL
Education Department

No. 25 – Edn(S) / S 5p – 34/80 Dated Calcutta, the 10th January, 1981.

From : Shri H. Banerjee,
Deputy Secretary to the Government of West Bengal.

To : The Director of Secondary Education, West Bengal.

The undersigned is directed to say that it has been reported to Government that the authorities of some recognised non-Government Secondary Schools entertained *inter alia* part-time Physical Education Teachers, Craft Teachers, Music Teachers, Sweepers, Night Guards, etc., to meet the need of the schools from time prior to fixing of the norm of teaching and non-teaching staff by Government. Accordingly such staff could not be absorbed against the sanctioned posts and they have been working in the schools for years together without approval of Government. They were so long being paid their remuneration out of the Development Fund of the schools concerned. The Government have since prescribed the rates of Development fees to be realised from the students of recognised Non-Government Secondary School in G. O. No. 125-Education (S) dated 25.1.80 indicating the items of expenditure to be met out of the Development Fund of the schools. So it has now become difficult for the school authorities to retain the services of these unapproved teaching and non-teaching staff and they have been threatened with notice of dismissal from service.. As it will be a great hardship to these staff who are serving in schools for years together if their services are terminated at this stage a question whether they can be allowed to continue in posts to be created, as personal to them, is under active consideration of Government.

Pending a decision on the aforesaid proposal and in order to ensure continuance of service of these staff it has been decided, in relaxation of the provision as laid down in G. O. No. 125-Education (S) dated 25.1.80 that the Deputy Inspector of Schools (S. E) after ascertaining the position of each individual school may allow the authorities of the school concerned, to increase the development fee to be realised from the students proportionately to that extent which will be required to cover the expenditure on payment of remuneration of the existing unapproved staff like Physical Education Teachers, Craft Teachers, Music Teachers, Sweepers, Night-Guards etc. who have been entertained by the school authorities of recognised Non-Government Secondary schools beyond the sanctioned strength.

In order to assess the quantum by which the development fee should be enhanced and to determine the staff who should be allowed to continue in service the following terms and conditions are to be observed :-

(1) Only the cases of these unapproved part-time teaching and non- teaching staff as referred to above, who had been in position on 8.7.74 that is when the revised pattern of recognised Non-Government Secondary Schools was laid down are to be taken into account. Any such staff who was in position on 8.7.74 but whose services

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Comment : Under Grant-in-aid scheme, School authorities are required to take approval for appointment of teaching and non-teaching staff of the aided High/Higher Secondary Schools. For a Class X school two clerks and three Class IV staff may be sanctioned by the Dist. Inspector of Schools (S.E.) according to number of Students' roll strength upto 1000. For Higher Secondary Schools one more clerk and two more Class IV staff may be available.

** Some High or Higher Secondary Schools are found to maintain more than the sanctioned strength of clerks, Class IV staff and teachers who are drawing pay or allowances from the Developement fund.

Govt. decision to pay remuneration at the rate of Rs 75/- to such staff is not justified since it is too meagre to serve any purpose. If dismissal be not a Govt. Policy such staff rendering useful service should be provided from the resources of the Developement Fund by enhancement of Developement Fee. - *Editor*

has meanwhile been terminated due to inability of any school authority to make payment of his remuneration should be reinstated in service.

(2) The staff concerned should be paid remuneration at the rate of Rs. 75/- per month or at the rate at which they/were being paid, whichever is less.

(3) The District Inspector of School (S.E) should consider the cases closely and recommend the exact amount of additional development fee which the individual school will be allowed to collect proportionately from each student per month for his prior approval.

(4) The posts of these unapproved part time teaching and non-teaching staff should be abolished when the incumbent concerned vacate it by retirement, resignation or otherwise.

A consolidated report covering the district may be sent to this Dept. in due course by the respective District Inspectors showing the number and category of such staff and the increase of development fees allowed to the schools concerned.

Sd/- H. Banerjee
Deputy Secretary

GOVERNMENT OF WEST BENGAL

Education Department

No. 161-Edn.(B) Dated Calcutta, the 7th April, 1982.

Sub: *Grant of Dearness Pay to employees of non-Government educational institutions with effect from 1.1.82.*

Ref. : 104(6)-Edn.(B) dated 11.3.82.

The undersigned is directed by order of the Governor to say that the Governor is pleased to direct that the following amounts of Dearness Elements sanctioned from time to time to the teaching and the non-teaching staff of the aided/sponsored educational institutions shall be treated as Dearness Pay with effect from 1.1.82 and will be treated as pay :

(i) Staff (Teaching/Non-teaching) drawing basic pay upto Rs. 300/- P.M. 36% of basic pay.

(ii) Staff (Teaching/Non-teaching) drawing basic pay more than Rs. 300 P.M. 27% of basic pay subject to a minimum of Rs. 108 P.M. and a maximum of Rs. 248 P.M.

The existing Dearness Pay of Rs. 31 to Rs. 39 sanctioned in the Education Department's Order No. 104 (6)-Edn.(B) dated 11.3.82 shall not be drawn in addition to the Dearness Pay sanctioned in Para I above.

Deputy Secretary.

GOVERNMENT OF WEST BENGAL

Education Department

No. 407-Edn.(B) Dated Calcutta, the 14th September, 1982.

The undersigned is directed to refer to the sub-para (2) of para 5 (benefit of next higher scale of pay in certain contingency) of the G. O. No. 492(6)-Edn.(B) dated 26.10.81 and to say that the Governor is pleased to direct that with effect from 1.4.81 the pay of such a Teaching and Non-teaching staff of the Non-Government/Sponsored/Aided Educational Institutions and other organisations

including the employees of the District School Boards shall be fixed at next higher scale of pay against pay drawn in the lower scale, the date of next increment remaining the same as it would have been in the lower scale.

Deputy Secretary

GOVERNMENT OF WEST BENGAL

Education Department

Secondary Branch

No. 86–Edn (S) / 4A–21/82 — Dated the 6th Feb., 1984

From : Shri S. Ghosh,
Deputy Secretary to the Government of West Bengal,

To : The Director of School Education, West Bengal.

Sub: Payment of grant-in-aid to recognised non-Govt. High Schools and High Madrasahs.

The undersigned is directed to say that with the introduction of free tuition upto Class X with effect from 1.1.80 all recognised High Schools and High Madrasahs recognised upto 1.1.75 and onwards ceased to earn any income from the tutition fees realisable from their students. The Govt. therefore, introduced a new grant-in-aid scheme in terms of G. O. No. 197-Edn.(S) dated 14.3.80 in replacement of the old salary deficit scheme and other grant-in-aid scheme.

There is a separate category of schools which received D.A. only for their staff from the State Govt. irrespective of the dates on which these were recognised. Although there was, no specific indication in the aforesaid G.O. such schools are not ordinarily eligible to come under the need grant-in-aid scheme unless otherwise directed by the State Government.

2. It has now come to the notice of the Govt. that some of these D.A. getting schools have been allowed to come under the new grant-in-aid scheme and as such a huge financial liability has been thrust upon the Government.

3. In the circumstances stated above, the Govt., after careful consideration, have decided that henceforth prior approval of Govt. shall be necessary before any school falling under the Category of D.A. getting institutions is admitted to the new grant-in-aid scheme.

Sd/- S. Ghosh
Deputy Secretary

Memo No. 561(16) G.A. dt. 3.4.84

Copy forwarded to the Dist. Inspector of Schools, S.E.............. P.O.................
Dist... for information and guidance.

Comment : Any High or Higher Secondary School intending to come under Grants-in-aid scheme will henceforword be required the above conditions to be fulfilled by the school authorities in order to derive the benefit of grants-in-aid under Salary Deficit Scheme. —Editor

All the cases in connection with the participation of salary deficit Grant-in-aid scheme, should be forwarded to this Directorate with all particulars as required in terms of G. O. No. 197-Edn.(S) dt. 14.3.80 alongwith his recomendations. Particulars should, *inter alia* be furnished as per requirement indicated in the enclosed sheet.

Dy. Director of Secondary Education
(GA) West Bengal

(1) Details of accommodation.

(2) Details of Managing Committee along with names of personnel.

(3) Details of teaching and non-teaching staff, their qualification, details of appointments, present scale of pay if any, present monthly pay and other allowances granted to each of them by the school, monthly D.A. and other allowances granted to each of them by the Department. Total monthly amount to be paid to them in case the school is brought under G.A. Scheme after deduction D.A. and other allowances that are being paid to them.

(4) Total financial implication i.e. total of emoluments due to the teaching and non-teaching staff minus the amounts that are being paid to them.

(5) Kinds of tuition and other fees realised by the school and their rates. Whether the school is agreeable to charge no tuition fee and to charge other fees according to latest circular of the Department in case the school is allowed to come under the G.A. Scheme.

(6) Whether the school accounts are regularly audited. If so, copies of audit reports for 1980-81, 1981-82 and 1982-83 are to be furnished.

(7) Whether the school has furniture, equipments and teaching appliances adequate for the present needs of the school.

(8) A brief report regarding present position of the school library.

Sd/- A.K. Roy
Dy. Director of Secondary Education(GA)
West Bengal.

GOVERNMENT OF WEST BENGAL
Directorate of School Education

No. 1870 (16)Sc/s

Calcutta, the 21st August, 1985

From : The Director of School Education, West Bengal
To : The District Inspector of Schools (S.E.)........................

Attention of all District Inspectors of Schools (S.E) is invited to the following instructions which should be strictly followed hence-forward :-

1. Some of the schools are reported to have been realising fees in excess of the amount as stipulated in the relevant Govt. Order. This irregular practice should be discontinued under all circumstances and grants in respect of these schools should not be released without ensuring that the practice has been discontinued.

2. Examination results of the Madhyamik Examination of some of her schools are not strictly in conformity with the results as stipulated in the Grant-in-aid application

form. Grants in respect of these schools should not be released without making a reference and obtaining necessary instructions to and from this Directorate.

3. Applications for Capital Grant are received by some of the D. L. of Schools (S.E.) along with the Plan & Estimate duly vetted by the Executive Engineer or Assistant Engineer of the P.W.D. or Construction Board. This practice causes unnecessary expenditure from the school fund in as much as submission of application along with Plan & Estimate does not necessarily mean sanction of Capital Grant to the schools concerned. Applications for the Capital Grant for construction of and repair to school building may, therefore, be received by the District Inspector of Schools (S.E.) concerned without being supported by Plan & Estimate duly vetted. Application for Capital Grant may contain only details of works to be done and details of estimated expenditure. The Distrrict Committee for recommendation of Capital Grant may consider these applications and submit their reccommendations to this Directorate.

Sd/- A. K. Roy

For Director of School Education, West Bengal.

GOVERNMENT OF WEST BENGAL

Office of the District Inspector of Schools (Sec. Edn.) Calcutta,

Memo No. 1134(500)/(M) Dated, Calcutta, the 20th Sept. 1986

From : The District Inspector of Schools
Secondary Education, Calcutta

Sub : Reconciliation of Grants-in aid release.

It has come to the notice of the undersigned that quite a sizable number of institutions have accumulated unspent balance of Grants-in-aid released either as salary component,D.A., F.A.D.A. and other allied items etc.

Steps have also not been taken by them to adjust the surplus amount in the requisition of the following release of grants. With the passing of years, the impact of this takes the shape of unaccounted fiscal resources.

It has now been decided to seek his/her co-operation to reconcile the amount lying as unspent balance. Accordingly a team of officers will visit the institutions with an intimation from their end in this regard.

He should keep the records such as approved staffing pattern, acqittance Rolls, Audit reports, Grants-in-Memos and other allied papers etc. ready for verification, scrutiny, record and report.

The Head of the Institutions would keep the Managing Committee/Ad-hoc Committee/Admininstrator informed and the filled in "Format" (specimen copy enclosed) necessary as records should be got signed by the Secretary/Administrator concerned as the case may be.

A **"FORMAT"**seeking information regarding details of Accounts to be furnished is enclosed.

His/Her whole hearted co-operation solicited.

Sd/-J. C. Saha

District Inspector of Schools (Calcutta)

"FORMAT"

District : Calcutta

Statement showing the utilisation of Grants-in-aid towards salaries in salary component of teaching & non-teaching staff.

Year	Admissible amount claimed	Amount released.	Released vide Memo No. of D.I. of Schools (S.E.) and date.	Purpose for which released	Date of entry in the Cash Book.	Amount (gross) for which Acquittance has been made		Closing Balance in the salary Account.	Remarks
						For approved staff teaching & non-teaching	For unapproved staff if made so		
(1)	(2)	(3)	(4)	(5)	(6)	(7a)	(7b)	(8)	(9)
1980-81									
1981-82									
1982-83									
1983-84									
1984-85									
1985-86									

Certified that the relevant records and registers were verfied by me and an Amount of Rs. ....lying with the special A/c as surplus of the school should be adjusted from the Final grant to be released for 1986-87.

....

Signature with Designation and Date.

GOVERNMENT OF WEST BENGAL

School Education Directorate

Grant-in-aid Section

No. 387(17) GA Dated the 17th March,1987

From : The Dy. Directorate of School Education (GA),West Bengal

To : The District Inspector of Schools (SE)............................

The arrear claim shall be submitted to this Directorate along with the following particulars /certificates.

(1) Claims shall be preferred in duplicate.

(2) Claims shall be countersigned by the District Inspector of Schools (S.E.).

(3) District Inspector of Schools (S.E.) shall furnish the certificate on the body of the bill "that the arrear claim has been checked and varified with the Acquittance Roll of the School"

(4) "Non- payment Certificate " that the amounts claimed in the bill has not been released earlier.

(5) In case of "Suspension" - the suspension order, reinstatement order shall be furnished and if any subsistence allowance admitted which shall be deducted from the original claim .

(6) "Non-employment" certificate during the period of suspension shall be furnished, which shall be countersigned by the competent authority .

(7) The reason for non-payment of the arrear dues earlier shall be furnished .

(8) Copy of the approval of appointment .

(9) The claim shall be preferred "Due and Drawn" basis monthwise.

(10) Copy of the fixation of pay .

(11) Copy of option exercised under ROPA Rule, 1981.

Sd/- J. Dutta

Dy. Director of School Education (GA) West Bengal

GOVERNMENT OF WEST BENGAL

Directorate of School Education

No. $\frac{130-Sc/G}{5G/14G/72}$ Calcutta, the 23rd July, 1987.

From : The Directorate of School Education,West Bengal .

To : The District Inspector of Schools (SE). South 24-parganas 60B, Chowringee Road, Calcutta -20.

Sub : Arerear claim for refixation of scale of pay and others.

Ref : His Memo. No. G.A. 257, dated 11.5.87.

With reference to the above, the undersigned has to inform him that he has claimed an amount of Rs. 90,679/- (Rupees ninety thousand six hundred seventy nine) only to clear up the arrear salaries etc. to the approved teaching staff due to fixation of pay with effect from 1.4.81 as per Govt. orders.

In view of the above, he is requested to submit the said claim along with all

requisite papers as per this Directorate's Memo.No. 387(17) GA, dated 17.3.87 so that necessary steps may be taken for releasing the grants claimed in due course.

This should be treated as extremely urgent .

Sd/- J. Sengupta
for Director of School Education, West Bengal

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. 8099–F   Calcutta, the 22nd July, 1988.

MEMORANDUM

Sub : *Arrangement of salary payment of teaching and non-teching staff of Non-Government aided Secondary Schools through Bank Account within the payment jurisdiction of Bolpur Treasury.*

In modification of G.O. No. 9043-F dt. 5.10.85, on the above subject, the undersigned is directed to say that the Governor has been pleased to order that henceforth the payment of salaries of teaching and non-teaching staff of non-Government aided Secondary Schools covered by the salary deficit scheme and located within the payment jurisdiction of the Bolpur Treasury shall be made by Bolpur Treasury in cancellation of the existing arrangement. Accordingly, the Governor has further been pleased to approve the Branch of the United Commercial Bank at Bolpur to function as the link Bank to the Bolpur Treasury for implementation of the provision of G.O. No. 6696-F dated 19.6.78.

This order will be implemented with effect from September, 1988 for release of salary cheques from that month onwards by the Bolpur Treasury. The salary cheques up to the month of August, 1988 will be released by the Birbhum (Suri) Treasury, the Suri Branch of UCO Bank continuing to function as the link Bank in respect of the schools referred to above till then as usual.

Sd/- G.N. Chatterjee
Deputy Secretary to the
Government of West Bengal
Finance Department.

FINANCE DEPARTMENT
AUDIT

MEMORANDUM

No.984-F. —1st February 1990—Certain points have been raised in connection with exercise of option for and fixation of pay in the revised Scale of Pay under the West Bengal Services (Revision of Pay and Allowances) Rules, 1990, published with this Department notification No. 430-F., dated the 12th January 1990. The undersigned is directed to forward herewith the following clarifications in regard to the points raised for information and guidance :

Points	Clarification
1.	
2.	
3. If an employee opts for the revised scale of pay on the 1st April, 1986, which is also the date of his increment, is it necessary for him to opt for the revised scale with effect from the 1st April, 1986 and retain the existing scale till the 1st April, 1986, so that he can draw increment in the existing scale on that date.	3. The reply is in the negative. The employee may retain the exisitng scale till the 31st March, 1986 and opt for the revised scale of pay with with effect from the 1st April, 1986. The authority competent to fix pay of the employee shall fix his pay in the revised scale of pay with effect from the 1st April, 1986 by allowing him increment in the existing scale on that date.

Sd/- S. Ghosh
Jt. Secy. to the Government of West Bengal

(Office Seal of the)
Block Development Officer
Amta-1, Howrah.

GOVERNMENT OF WEST BENGAL

Finance Department
Audit Branch

No. 8999-F Calcutta, the 6th September, 1990.

MEMORANDUM

The Governor has been pleased to order in relaxation of SR 158 of Treasury Rules West Bengal. Vol. I that salaries for September, 1990 of the employees of the State Government shall be disbursed as per schedule indicated below :

(a) Salaries in respect of establishments under the payment control of Calcutta Pay & Accounts Office which are due for disbursement on the penultimate working day, the last working day of the month and the first working day of the following month shall be disbursed respectively of 20th, 21st and 24th of September, 1990.

(b) Salaries in respect of establishment under the payment control of Treasuries which are due for disbursement on the last working day of the month and on the first working day of the following month shall be disbursed respectively on 20th and 21st September, 1990. All residual salary payment shall be made on 24th September, 1990. All payment for "D.D.O's"from remote areas in the South 24-Prgs. shall be disbursed on 20th Sept., 1990.

(c) Salaries in respect of establishment under payment control of the Liaison Officer of State Government at New Delhi shall be disbursed n 24th of September, 1990.

(d) Salaries in respect of all courts including Sheriff's Office shall be disbursed on the 17th of Sept., 1990.

The Salary cheques shall be issued well in advance from Calcutta Pay & Accounts Office/Treasuries and the D.D.O. shall present the cheque in advance at the Bank's counter where arrangement exist for presentation of the cheque in advance. The D.D.O's shall be advised to collect payment in the first hour of the Banking hours to avoid last moment rush.

The Governor has further been pleased to order that release of grants-in-aid bills on account of salary of teaching and non-teaching staff of non-Govt. School shall be made on 20th and 21st Sept., 1990. The Treasury Officers acting as D.D.O. in respect of non-Government secondary schools shall send the cheque to the Link Bank as immediately as possible so that the employees get their salaries before the Pujas. Actual payment to staff shall not be made before 20th September, 1990.

The Governor is also pleased to order that State Government pensioners for September, 1990 shall be paid as far as possible on 20th September, 1990 and on the days following. Effort may be made to disburse pension before the 24th September, 1990. The Treasury Officers acting as D.D.O. on pension payment of State shall send cheques to Bank as immediately as possible. Actual payment to pensioners shall not be made by the Bank before 20.9.90.

Sd/- S.N. Roy Chowdhury
Assistant Secretary to the
Government of West Bengal.

GOVERNMENT OF WEST BENGAL
Finance Department (Audit Branch)

No. 6209-F Calcutta, the 22nd June, 1990

Sub : *Scheme for payment of salaries to Teaching and Non-Teaching staff of Non-Government aided secondary schools covered by salary deficit scheme through Public Sector Bank - Question of Payment of collection/clearing charges to the Banks.*

The undersigned is directed to say that in terms of Rule 14(5) of Appendix 3 of W.B.T.R.-I the public Sector Banks, whose services are utilized for implenmenting the salary Deficit Scheme for payment of salaries to teaching and non-teaching staff of non- Govt. aided Secondary School, are entitled to get payment of collection / clearing charges of cheques as per rules of the concerned bank. Unless the payment of such charges are waived by the competent authority of the concerned bank the Treasury Officer/Pay and accounts Officer, Calcutta shall ensure payment of such bills submitted by the concerned branch of the Public Secotor Banks. Such charges/commissions would be debited to the head to which the claims of Grant-in-aid on account of salary deficit scheme would be debited. The Education Department will make necessary allotment of fund from time to time in favour of the Treasury officer/Pay & Accounts Officer, Calcutta.

Sd/- G.N. Chatterjee
Deputy Secretary to the
Government of West Bengal
Finance Department.

12 STAFF PATTERN

On Pattern of Teaching Staff

No. $\frac{60-Edn(S)}{5p-62/61}$ Dated Calcutta the 15th January, 1972

From : Shri J. C. Sengupta, I.A.S. Secy.to the Govt. of West Bengal.

To : The Director of Public Instruction, West Bengal.

Sub : Pattern of teaching staff in recognised non-Govt. High/ Higher Secondary School.

The undersigned is directed to say that the system of prescribing scales of pay on the basis of academic qualification of the members of the teaching staff was introduced with the object of encouraging the members of the teaching staff to improve their academic qualifications, thereby bringing about a qualitative improvement in the standard of teaching in Secondary Schools .The experiment has not proved wholly successful. A tendency has, of late, been observed among the members of the teaching staff to possess Honours and Masters Degree in subjects of the staff or in subjects of which there are already too many teachers of the staff or in subjects which are not at all taught in class. While such improvement of qualifications entitles the teachers concerned to a higher scale of pay, neither the institution nor the students derive any corresponding benefit for the additional expenditure involved. The matter has been carefully reconsidered The Govt. feel that the system should be so oriented as to ensure the maximum benefit to the students and the institutions retaining at the same time the incentive for teachers to improve their qualifications.

2. In supersession of all previous orders on the subject, the Governor is now pleased to direct that in determining the pattern of teaching staff in the High/ Higher Secondary schools the following principles should be observed viz :-

(i) The number of teachers admissible for a school should be determined on the basis of the usual yardstick i.e, on the basis of 29 periods per week per teacher or such other standard as may be prescribed.

(ii) For junior sections i.e., for classes V-VIII no teacher with Honours Degree should be approved. If any teacher on the staff subsequently acquires higher qualifications, he should be treated as a pass course graduate for the purpose of grants-in-aid and other financial benefits admissible to the school or to the teacher.

(iii) For senior IX-XI the number of the teachers with Honours Degree or Master's Degree should be determined on the basis of the work-load in each major subject and the elective subjects. For additional sections in these classes, teachers with the qualifications indicated above may be sanctioned only when the number of teacher already sanctione6d are found to be inadequate. Before sanctioning such additional post, the additional work-load should be carefully scrutinised. The number of teachers with honours Degree or with Master's Degree admissible in each subject should be carefully indicated. Any teacher appointed with such degrees in excess of the require-

ment or in subjects not specified should be treated as a pass course graduate for the purpose of grants-in-aid and other financial benefits admissible to the instituiton or to the teacher provided however, the appointment is within the overall sanctioned strength of the institution as a whole.

(iv) If any of the existing teacher improve his qualifications and acquire a Master's or Honours Degree in excess of the requirement determined on the principle laid down in the preceeding clause, he should be treated for the purpose of grants-in-aid and other financial benefits admissible under the rules as a passs course graduate until he is absorbed in a suitable vacancy within the overall sanctioned strength.

3. The principles set forth above will also apply, mutatis mutandis, to the absorption of whole-time Hindi teachers as Assistant Teachers.

4. These orders shall come into effect from 1.2.72. The existing teachers who have been permitted to draw scales of pay on the basis of the qualifications possesed or subsequently acquired by them irrespective of the requirements of school may be permitted to draw the scales of pay as personal to them so long as they serve in the schools in which their appointment was approved. No appointment with corresponding qualifications shall be made as soon as they vacate their posts. The vacancy should be filled according to the principles set forth above.

5. These orders may be brought to the notice of all concerned immediately.

Sd/- J. C. Sengupta
Secretary

D.P.I's No. $\frac{147(16)Sc/G}{OM-29S-71}$ Dated Calcutta, the 28th January, 1972

Copy of Government of West Bengal (Education Department) Order. No. 60-Edn(S) dated the 15th January,1962 forwarded to the District Inspectors of Schools in charge of Secondary Education for information and immediate communication to the Secretaries of all aided High and Higher Secondary schools and High and Higher Secondary Madrasahs under his/her control.

Maximum number of posts of Assistant teachers in which Honours or M.A/M.Sc Teacher's pay scales are admisible is as follows :

1. High Schools (class X High Schools)

No. of periods held for major subjects and elective subjects in Classes IX, X and XI minus the number of periods allotted to the Headmaster and the Assistant Headmaster.... (divided by 29)

2. Higher Secondary Schools (class XI schools)

No. of periods held for major subjects and elective subjects in classes IX, X, XI minus the number of periods allotted to the Headmaster and the Assistant Headmaster (divided by 29)

Elective subject teachers are also required to put up at least 29 periods of work per week in classes IX, X, and XI and also in the Junior Sec, if necessary.

A major subject is a subject for which at least 8 periods are allotted per week in each of the classes from class IX to XI in Higher Secondary Schools (XI class

schools) and each of the class from class IX to class X in High Schools (X-class schools).

The authorities of each aided High and Higher Secondary schools should be requested to frame a staff pattern on the above principles under the following categories :—

(a) Headmaster/Headmistress, (b) Assistant Headmaster/Assistant Headmistress, (c) Assistant teachers for the Junior section, (d) Teachers of Elective subjects and of major subjects.

All the approved Assistant teachers other than those admissible under category (d) should be shown under category (c).

The school authorities should submit a statement in triplicate showing the staff pattern framed according to the above principles to the respective District Inspectors of Schools (Secondary Education).

In application for grants-in-aid the teaching staff should be arranged according to the approved staff pattern enumerated above.

Sd/- S. C. Roy
for Director of Public Instruction

GOVERNMENT OF WEST BENGAL
Education Department
Secondary Branch

No. $\frac{\text{1579-Edn(S)}}{\text{38-115/72}}$ Dated Calcutta, the 21st September, '73

From : Shri S. N. Chowdhury
Deputy Secretary to the Govt, of West Bengal

To : The Director of Public Instruction, West Bengal.

Sub : *Adjustment of teaching and non-teaching staff consequent on revision of structural pattern of Secondary Education.*

In clarification of the orders contained in this Dept. Memo No. 804-Edn(S) dated the 13th June, 1973, the undersigned is directed to say that as it is the declared policy of the Government that as a result of the introduction of the revised structural pattern of Secondary Education from 1st January,1974 no teaching or non-teaching staff of Higher Secondary schools would lose their jobs ; it is not necessary to declare any of them as 'surplus'. However, the Government intends to utilise as fully as possible the services of such staff in the best interest of the institutions. Therefore, it may be necessary to make some adjustments of their work-load and take other measures as a whole. The Board has already formulated revised curriculum and syllabuses for classes VI to X which will be introduced from 1st January, 1974 in a phased way. The teaching load in a particular subject has also been calculated by the Board. A tentative assessment may now be made on the basis of these and the position of teaching and other work-load *vis-a-vis* existing staff as it would emerge from the coming years and the government may be apprised of the results as early as possible. A further communication will follow regarding the revised staffing pattern of the remodelled schools.

Sd/- S. N. Chowdhury
Deputy Secretary

GOVERNMENT OF WEST BENGAL
Education Directorate
Grant-in-aid Section

No. 672(16) – AG / 246 – GA/66. Dated Calcutta, the 19th April, 1974

From : The Director of Public Instruction, West Bengal.

To : The District Inspector of Schools (Secondary Education)

Sub : *Filling up the vacancies in the teaching staff of aided High/ Higher Secondary Schools.*

In inviting a reference to instructions under item No. 11(a) and 11(b) of the General Instructions in the Grant-in-aid application for 1973-74, the undersigned has to state as follows :—

1. Till the finalization of the new staff pattern, school authorities may, until further orders, appoint teacher(s) purely on a temporary basis to fill up vacancies on the basis of the sanctioned admitted strength for a period not exceeding six months, provided such appointment(s) is/are justified by the requirement of the school. Such case(s) should be referred immediately to the Director of Public Instruction through the District Inspector of Schools (Secondary Education) in connection with the approval of the appointment.

2. Instructions incorporated under Item No.11(a) and 11(b) (i) of the Grant-in-aid application for 1973-74 should stand amended to the extent of what has been stated at (1) above.

This may please by circulated to all aided High/Higher Secondary Schools under his jurisdiction.

N. K. Roy
for Director of Public Instruction, West Bengal

GOVERNMENT OF WEST BENGAL
Education Directorate
Secondary Branch

No. 772 – Edn(S) / 188 – 8/74 Dated Calcutta, the 8th July, 1974

From : Shri B. N. Chatterjee, I. A. S.
Joint Secretary to the Govt. of West Bengal

To : The Director of Public Instruction, West Bengal

Sub : *Pattern of teaching staff in the recognised non-Government Secondary Schools under the revised pattern introduced from 1.1.74.*

The undersigned is directed to say that consequent or restructuring of secondary education in conformity with the national pattern and on introduction of revised curriculum and syllabuses from 1.1.74, the question of prescribing revised pattern of teaching staff has become necessary. The West Bengal Board of Secon-

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Comment : For a six class unit Class X School 12 teachers as per subject stated above are admissible. Maximum number of periods for a subject teacher are restricted to 25th periods per week. —Editor

dary Education has calculated minimum number of periods per week required to cover the new syllabuses in different classes from V to X.

After careful consideration of the matter, Governor is now pleased to direct that with effect from 1.1.74 the number of teaching posts admissible to a school having classes V to X with only one section in each class shall be as follows :—

Language Group (1st, 2nd and 3rd Languages)	4
Science and Mathematics	3
Social Science (History & Geography)	2
Work Education, Physical Education & Social Service	2
Headmaster	1
Total :	12

The maximum number of periods for a pupil, as at present, be limited to 39 per week. Subjects to this limit the Head of the institution may fix the number of periods for each class so as to cover satisfactorily the entire syllabuses prescribed for the class within the academic year. The teaching load for a teacher should normally be 36 periods per week, distributed as follows :—

(i) Class Room teaching— 25 periods (including occassional work for absentee teachers).

(ii) Tutorial Class— 11 periods (including correction of home work).

All teachers should be involved in work education programmes. For such involvement two periods may be assigned to the teacher concerned with corresponding adjustment in the total teaching load per week.

Although the teaching posts have been shown against different groups of subjects, Head of the institutions should be suitable distribution of teaching load ensure full utilisation of the service of the teachers in the best interest of the school. It should be possible to achieve some degree of flexibility in adjustment of teaching load in subjects other than those requiring specialised knowledge.

Existing norms relating to size of a section and additional enrolment in the section with prior approval of appropriate authorities shall remain in operation. Additional sections may be permitted if the enrolement is steady over a period of at least three years. In case of fluctuating enrolment, the trend over a longer period should be watched. Teaching load should, as far as practicable, be distributed amongst the teachers in position. If, however, additional work load justifies appointment of additional teachers, sanction would be given initially for a limited period and appointment should be made purely on temporary basis against such posts.

The minimum academic qualification of a teacher should be Pass degree with such combination of subjects as would enable the teacher to teach the school courses prescribed by the West Bengal Board of Secondary Education under the new curriculum. The existing orders relating to training qualification shall remain in operation until further orders. The minimum qualification for the Headmaster/ Headmistress, Assistant Headmaster/Assistant Headmistress should be as prescribed under the existing orders. In case of teachers in Physical Education,

Work Education and Social Service Group, the minimum academic qualification may be relaxed with the approval of the Director of Public Instruction. Such relaxation should, as far as possible, be granted only in case of teachers already in position. One of the teachers under this group should have recognised degree, diploma or certificates in Physical Education and one should have recognised degree, diploma or certificate in art and craft.

*In the language group the maximum number of posts, for which Honours or Master Degree may be admitted, should be limited, to 50% of the number of posts required for teaching 1st and 2nd languages. In the science and mathematics group, the maximum number of posts so admissible for teachers with Honours or Master Degree should be limited to 66% of the total posts sanctioned for that particular group. Teachers already in position who have been allowed higher scale of pay in conformity with the principle laid down in the G.O. No. 60-Edn(s) dated 15th January, 1972, should continue to draw pay in that scales. They should be gradually fitted into the new pattern.

Staffing pattern herein prescribed should apply also to the Higher Secondary Schools with suitable adjustment. With the abolition of Class XI, the teachers in position should be fitted into the new pattern keeping in view the declared policy of Government about absorption of teachers.

Sd/- B. N. Chatterjee
Joint Secretary

GOVERNMENT OF WEST BENGAL
Education Department

No. 1044/SE

Dated Calcutta, the 12th February, 1975

From : The Director of Public Instruction, West Bengal

To : The Addl. Dy. Director of Public Instruction,
(Secondary Education), West Bengal,
5, Council House Street, Calcutta-1

Sub : Governmet Order no. 772-Edn(s) dated 8.7.74 regarding new staff pattern.

The undersigned has to state that the question of admissibility of additional staff for High/Higher Secondary Schools having more than six class units has been examined and it has been decided that the following norm may be followed in respect of additional staff for institutions having more than six class units :

No. of class units	No. of teaching staff admissible
7	13
8	14
9	16

Comment : *(i) Language group (Vernacular, English subjects)—Master/Hon's degree : 50%
(ii) Science group (Math., Physical Sc. & Life Sc. subjects)—Master/Hon's degree : 66%
Teachers already in service enjoying higher scale of pay beyond above formulla will be getting the higher scale of pay. —Editor

No. of class units	No. of teaching staff admissible
10	18
11	20
12	22
13	23
14	25
15	27
16	29
17	31
18	32
19	34
20	36

In cases of instructions having more than 20 class units the norm of 1.8 teacher for each additional class unit beyond 20 will be followed. Prior permission of Education Directorate for additional teachers for class units beyond 6 will be necessary.

The schools should, however, be advised while drawing up proposal for additional post(s) of teachers(s) to adjust the existing staff against the total requirement.

District Inspectors of Schools may be advised accordingly.

Sd/- N. K. Roy
for Director of Public Instruction
West Bengal.

GOVERNMENT OF WEST BENGAL
Education Department
Grant-in-aid Section

No. $\frac{\text{696(16)–GA}}{\text{OM–6–GA173}}$ 29th April, 1975.

Sub : New staff pattern in the recognised Non-Government Secondary Schools introduced for the revised curriculum in Government Order No. 772-Edn.(S) dated 8.7.74.

Ref : This Office Memo No. 36711(16)-GA dated 20.2.75.

In connection with the aforesaid subject, the undersigned has to state that all the aided Class X schools under his/her jurisdiction having the strength of teaching staff below 12, may be allowed to maintain 12 teachers (including the Headmaster) strictly according to the staff pattern as prescribed in the Government Order No. Edn.(S) dated 8.7.74. It may please be noted that the teachers of Higher Secondary Section of aided Class XI Schools, if any, should also be included in the strength of 12 teachers.

2. For schools having more than 6 Class-units, necessary instruction regarding admissible teaching staff, has already been communicated to his/her under this Office Memo No. 367/1(16)-GA dated 26.2.75.

3. For appointment of additional teachers beyond the strength as mentioned in para I or beyond the strength already sanctioned by the appropriate authorities, prior approval of this office is to be sought for.

4. For recommendation of sanction of additional posts of teacher, in addition to the particulars in terms of this Office No. 41(16)-GA dated 15.10.73. No. 1293-GA dated 25.6.73. the following particulars should also be furnished (FORM appended herewith).

5. The approved staff of Higher Secondary Section should be fitted into the new pattern at every stage keeping in view the declared policy of Government about such absorption of staff. Status quo in respect of the Instructors for Commerce, Technical, Agriculture and Fine Arts streams, if these be any, should be maintained. Any proposal for absorbing such staff within the teaching staff of the aided High Schools, is to be sent to this office with his/her definite recommendation along with requisite particulars.

6. The approval cases of appointment of teachers in accordance with the Government Order under reference are to be dealt with cautiously.

FORM

Names with designation	Qualifications(subjects studied in Degree course should be stated)	Group in which placed	Date of appointment
1	2	3	4
Whether approved or not	Subjects taught in classes V to X.	No of periods taken in classes V to X per week	Remarks
5	6	7	8

GOVERNMENT OF WEST BENGAL
Education Department (Grant-in-aid Section)

Memo No.1073(16) G.A. dt. 8.7.75.
From : The Addl. Dy. Director of Public Ins., W.B.
Sub : Calculation of admissible staff under new staff pattern introduced in G. O. No. 772 Edn(s) dt. 8.7.75 & No. 367/8(16)G.A. dt. 26.2.75

Sir/Madam,

For calculation of the admissible strength of teaching staff of High/Higher Secondary Schools having more than 6 class unit, I have to forward herewith a sheet to assist you in the said calculation. The following form may please be followed while forwarding the statements to this office in respect of sanction of an additional staff. It may be seen that the existing approved teachers of the Higher Secondary section and the special cadre teachers are absorbed in the teaching staff under this pattern. The enclosed sheet may please be kept for your office use only.

Yours faithfully,
Sd/- E. Datta
Addl. Dy. Directors of Public Instruction, W.B.

Splitting up of teachers in different groups under Revised staff Pattern

No. of Unit for V to X	Language group	Sc. group	Social Sc. group	W. Education group	HM	Total
1	2	3	4	5	6	7
6	4	3	2	2	1	12
7	4	4	2	2	1	13
8	5	4	2	2	1	14
9	5	5	3	2	1	16
10	6	5	3	3	1	18
11	7	6	3	3	1	20
12	7	7	4	3	1	22
13	8	7	4	3	1	23
14	9	8	4	3	1	25
15	10	9	4	3	1	27
16	10	9	5	3	1	28
17	11	10	5	4	1	31
18	11	11	5	4	1	32
19	12	11	6	4	1	34
20	13	12	6	4	1	36

Govt. Circular No. 2546(16)G.A Dated, Calcutta, November, 24, 1976.

Sub : *Filling up of vacancies caused in the teaching staff of aided Schools with the sanctioned/admissible strength beyond 12*.*

With reference to the above noted subject, the undersigned has to direct him/her to issue immediately a circular to all aided Secondary Schools under his/her jurisdiction to the effect that substantive vacancies caused by retirement/resignation of an assistant teacher within sanctioned/admissible posts are not

Comment : It appears from the approved post for different subjects by the Dist inspector of Schools that Master's Degree or Hon's degree has been presented. The difficulties arise when the scale of pay is prescribed for these. They naturally claims Higher scale of pay which cannot be accommodated to 50 % (Language) and 66% Science subjects. No higher qualification has been prerscribed for the Social Science Subjects in Staff pattern whereas posts for Social Sc. are sanctioned with Master's degree or Hon's. by the Ed. Dept. It is a curious that no higher scale of pay has been sanctioned for Social Science group of teachers. —*Editor.*

to be filled up without prior approval of this Directorate. In forwarding such cases to this office, he/she should see that a statement of classwise enrolment (section-wise also) of the school as stood on the current year and the previous 2 years and a detailed staff statement are furnished with the representation of the school. Henceforth, approval of appointment of teachers in such substantive vacancies are made in view of the approval accorded by this office. This is to be treated as urgent.

S/d—E. Dutta
for Director of Secondary Education,
West Bengal.

GOVERNMENT OF WEST BENGAL
Directorate of Secondary Education
Grant-in-aid Section

Memo No. 642(16)-GA Dated, the 1st July, 1980.

From : The Director of Secondary Education, West Bengal.

To : The District Inspector of Schools

Sub : Pattern of Teaching Staff in recognised Non-Government Secondary *Schools under the Revised Staff Pattern introduced from 1st January, 1974.*

In continuation of the Government Order No. 845-Edn.(S) dated 17.5.76 the undersigned is directed to state that B.Sc.(Social) B.S.W.(Hons.) Degree of the Viswa Bharati University may be accepted as admissible qualifications for recruitment to the Post of Work Education Teacher in Work Education and Physical Education Group under revised Staff Pattern introduced with effect from 1.1.78.

This may please be circulated to the Heads of all recognised High Schools including High Madrasahs under his/her jurisdiction.

Sd/- D. Barua, 1.7.80
For Director of Secondary Education,

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park street, Calcutta 700 016.

No. S/112 Date: 15.3.89

To : The Secretary, Department of Education,
School Education,

Sub : Pattern of teaching staff in the recognised Non-Govt. Secondary Schools under the revised pattern, from 1st January, 1974.

Ref : Govt. Order No. $\frac{\text{772 – Edn (S)}}{\text{185/S/74}}$ dated 3.7.75 issued by the Joint Secretary to the Govt. of West Bengal addressed to the D.P.I. West Bengal.

Sir,

I am directed by the President to state that the Govt. was pleased to prescribe

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N.B. This is however not applicable to vacancies caused in schools which do not have more than 12 teachers. —Editor

the Pattern of teaching staff in the Recongised Non-Govt. Secondary Schools under the revised pattern introduced from 1.1.74 in the G.O. under reference.

In the said G.O. it has been inter-alia laid down that the minimum academic qualification of a teacher should be a Pass Degree with such combination of subjects as would enable the teachers to teach the school course prescribed by the West Bengal Board of Secondary Education under the new curriculum. In case of a teacher of Physical Education, Work Education and Social Service Group the minimum academic qualification may be relaxed with the approval of the Director of Public Instruction. Such relaxation should as far as possible be granted only in case of teachers already in position. One of the teachers of this group should have a recognised degree, Diploma or Certificate to Art and Craft.

The Board in terms of the aforesaid guideline as laid down in the said G.O., in its meeting held on the 10th November, 1975, considered the proposal from the Secretary, Brahmananda P.G.B.T. College, Rahara 24-prgs. for appointment of teachers passing P.G.B.T. (Diploma) Course from Rahara, and Banipur P.G.B.T. College, Habra, 24-Prgs. as teacher in Work Education in Secondary Schools and resolved that teachers who passed the P.G.B.T. Diploma Course from Basic Training College be treated as eligible for appointment as teachers in Work Education in Secondary Schools and accordingly an extract from the proceedings of 84th meeting of the Board held on 10.11.75 was by a Board's Memo D.O. No. SO/171 dated 30.4.76 forwarded to the then Director of Secondary Education, West Bengal.

According to this clarification a Work Education teacher should have any of the following qualifications or a qualification equivalent to any of them.

(i) Technical Degree or Diploma (such as L.M.E., L.C.E. etc.)

(ii) Diploma in Post Graduate Basic Trg.

(iii) Diploma in 5 Year Degree Course to Home Science.

(iv) B.Sc. in Agriculture.

(v) B.Ed.(with Work Education) from Biswa Bharati.

(vi) S.F/H.S. Certificate with Degree or Diploma in Art and Craft (5 years course).

(vii) Graduate with certificate in Tailoring, Wood Craft, Brabourne Needle Works Diploma and other Craft.

Subsequently another qualification as below has also been added to the above mentioned qualifications in the Directorate's Memo No. 311(16)GA dt. 27.1.77.

"Graduate with training certificate on Special (Work) Education and Village, leadership issued by the People's (Janata) Govt. College, Banipur."

In this context, the Board has by a Memo laid down the essential qualifications for appointment of Head Examiner in Work Education with some modification in the prescribed qualification at Sl.No.(iv) which inter-alia states as follows:

Principals and Lecturers of Jr. Basic or other Training College, with Work Education as one of their Method Subject, and Headmasters and Asstt. Headmasters of Secondary Schools with any of the qualification given below may apply.

B.Ed. with Work Education as a Method Subject from the Viswa Bharati or Kalyani University or Jadavpur University.

The existing position is that although alongwith other Govt. approved qualifications, B.Ed. with Work Education as a method subject from the Viswa Bharati of Kalyani University or Jadavpur University has been treated as an approved qualification for the purpose of appointment of Head Examiners including Examiners of the Board, the said qualification has not been included in the prescribed qualification schedule by the Education Department as eligible qualification for appointment of teachers in Work Education in Secondary Schools.

In order to remove this anomaly, it is therefore, proposed that the qualification of B.Ed. with Work Education as a method subject from the Viswa Bharati or Kalyani University or Jadavpur University as being approved by the Board for appointment of Head Examiner including Examiners be also declared as eligible qualification for appointment of teachers in recognised Secondary Schools.

Yours faithfully,
Sd/- Sudin Chattopadhyay
Secretary.

GOVERNMENT OF WEST BENGAL
Education Department
Secondary Branch

No. $\frac{304-\text{Edn.(S)}}{6\text{c}-10/89}$ Dated Calcutta, the 7th April, 1989

From : Shri H.P. Mukhopadhyay, I.A.S.
Joint Secretary to the Govt. of West Bengal.

To : The Director of School Education, West Bengal.

Sub : Pattern of teaching staff in the recognised Non-Govt. Secondary Schools under the revised pattern from 1.1.74.

The undersigned is directed by order of the Governor to say that the Governor is pleased to direct that the B.Ed. Degree with Work Education as a method subject from the Viswa Bharati or Kalyani University or Jadavpur University may be treated as eligible qualification for appointment of Work Education Teachers in recognised Non-Govt. Secondary Schools, in addition to the qualifications prescribed in G.O. No. 845-Edn(S) dated 17.5.76 for the said purpose.

Sd/- H. P. Mukhopadhyay
Joint Secretary

GOVERNMENT OF WEST BENGAL
Education Department (Secondary Branch)

No. 845 Edn (S) Dated, Calcutta the 17th May, 1976.

From : Shri B.N. Chatterjee, I.A.S.
Joint Secretary to the
Government of West Bengal.

To : The Director of Secondary Education
West Bengal.

Sub : Pattern of teaching staff in the recognised non-Govt. Secondary Schools under the revised pattern from 1st January, 1974.

Ref : Education Directorate, Memo No. 106 G.A. dt. 20.1.76.

The undersigned is directed by Order of the Governor to say that the Governor is pleased to direct that the concluding sentences or para 7 of G.O. No. 772 Edn. (S) dt. the 8th July, 1974 should be modified as follows :–

"One of the teachers under this group should have a recognised degree ; diploma or certificate in physical Education and one should have any of the following qualifications or a qualification equivalent to any of there :–

(1) Technical degree or diploma (such as I.M.E., L.C.E.: etc.)

(2) Diploma in P.G.B.T

(3) Diploma in three years degree course in Home Science.

(4) B. Sc. in Agriculture.

(5) B. Ed. (with work Education) from Viswa Bharati.

(6) S.F./H.S. Certificate with Degree or Diploma in Arts and Crafts (5 years course)

(7) Graduate along with certificates in Tellering, Wood Craft, Lady Brabourne, Needle work, Diploma and other craft".

Sd/- B. N. Chatterjee,
Joint Secretary.

GOVERNMENT OF WEST BENGAL
Education Department
Secondary Branch

No. $\frac{\text{304-Edn(S)}}{\text{6C-10/89}}$ Dated Calcutta, the 7th April 1989

From : Shri H.P. Mukhopadhyay, I.A.S.
Joint Secretary to the Govt. of West Bengal.

Sub : Pattern of teaching staff in the recognised non-Govt. Secondary Schools under the revised pattern from 1.1.74.

The undersigned is directed by order of the Governor to say that the Governor is pleased to direct that the B.Ed. Degree with Work Education as a method subject from the Viswa Bharati or Kalyani University or Jadavpur University may be treated as eligible qualification for appointment of Work Education Teachers in recognised non-Govt. Secondary School, in addition to the qualifications prescribed in G.O. No. 545-Edn (S) 17.5.76 for the said purpose.

Sd/- H. P. Mukhopadhyay
Joint Secretary

13 WORKING DAYS AND HOLIDAYS

WEST BENGAL BOARD OF SECONDARY EDUCATION

Circular No. 9/62 22nd May, 1962.

To : The Heads of Class XI/Class X/Junior High Schools.

Sub : Holidays to be observed by Schools.

The undersigned is directed to state that references are sometimes received from schools enquiring about the admissible number of holidays in an academic session and also requesting the Board to approve the list of holidays prepared by them.

It is, therefore, notified that the number of holidays in all schools recognised by the Board will ordinarily be 86 in a calendar year. Holidays may also be declared on special occasions at the discretion of the Headmaster/Headmistress of a school but the number of such holidays should not exceed 10 in any circumstances in a calendar year. The list of holidays in a school should be got approved by the Managing Committee.

The approval of the Board of the said list is not required though a copy may be sent to it for information.

S. K. Sarkar
for Secretary.

GOVERNMENT OF WEST BENGAL
Education Department : Secondary Branch

No. $\frac{\text{1934-Edn.(S)}}{\text{36-164/66}}$ 28th July, 1967.

To : The Secretary.
West Bengal Board of Secondary Education.

*Sub : Number of working days in educational *institutions.*

I am directed to say that in accordance with this Department Order No. 989-Edn(S) dated 11th December, 1947, the total number of holidays including whole or half holidays granted on special occasions or festivals *must not exeed 95 days* in the year (excluding Sundays). The total number of holidays including 52 Sundays, is therefore 147. The remaining 218 days available as working days are

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Comment : * Number of working days in an academic year as suggested in the circular is practically impossible since working days are curtailed for : (i) holding M.P./H.S Exam. at the schools; (ii) normal classes for normal section cannot be held when H.S. annual Exam. begins and vice versa ; (iii) Strike, Bandh, Death of leaders are frequent. More than 140 days are not available for regular work. And the syllabi cannot be completed within this time. -Editor.

at present utilised as follows :

Working days for teaching	180 days
Half-yearly and Annual Examinations	20 days
Function Sports, etc.	5 days
Suspension of teaching work after the Annual Examination	13 days
	218 days

2. The Central Advisory Board of Education recommended at the meeting held at Panchmari in May, 1963, that the minimum number of working days in Secondary Schools should not be less than 220 in a year with a minimum of 1200 hours for instructional work.

3. I am directed, by order of the Governor, to state that after careful consideration of the qeustion of increasing the number of days and hours for instructional work in Secondary schools, the Governor in exercise of powers conferred by subsection (2) of Section 27 of the West Bengal Board of Secondary Education Act, 1963, is pleased hereby to order that for the present, the following steps should be taken :

(i) Functions, sports, etc. of the Secondary Schools may henceforth be held on Sundays and others holidays or in the afternoon of Saturdays.

(ii) The dates of the annual examination of the Secondary Schools may henceforth be so fixed that the suspension of instructional work after that examination does not exceed seven days.

(iii) The maximum number of vacation days and holidays may be reduced from 95 days to 86 days.

The authorities of the schools may decide, at their discretion which of the vacation days and holidays should be curtailed so as to restrict the total number of vacation days and holidays to the maximum of 87 days.

(iv) The authorities of the schools may take steps to ensure that the total number of days available for instructional work does not fall below two hundred in a year.

4. If 200 days including Saturdays which will be half-holidays are available for instructional work, the total number of hours available for instructional work will be 1,000 (one thousand) hours per year at an average of 5 hours of instructional work per day.

5. I am to request that necessary instructions may be issued to all Secondary Schools in accordance with above decisions.

B. Datta
Secretary to the
Government of West Bengal.

WEST BENGAL BOARD OF SECONDAY EDUCATION

Circular No. 13/67 22nd August, 1967.

To : The Heads of all Secondary Schools.

Re : Holidays to be observed by schools.

The Heads of all Secondary Schools recognized by the Board are informed that

in supersession of the directives contained in this office Circular No. 9/62 dated 22.5.62 on the above subject, the maximum number of vacation days and holidays in a year in Secondary Schools should not exceed 87 days. The authorities of the school may decide at their discretion which of the vacation days and holidays at present observed be curtailed so as to restrict the total number of vacation days and holidays to the maximum of 87 days.

The Functions, Sports etc. of the Secondary Schools may henceforth be held on Sundays and other holidays or in the afternoon of Saturdays.

The dates of annual examinations of Secondary Schools may henceforth be so fixed that the suspension of instructional work after that examinations does not exceed 7 days.

It is desired that the authorities of the schools should take steps to ensure that the total number of days available for instructional work does not fall below 200 in a year.

These steps are necessary in order to increase the number of days and hours for instructional work in Secondary schools. If 200 days including Saturdays which are half holidays are available for instructional work, the total number of hours available for instructional work will be 1000 hours per year at an average of 5 hours of instructional work per day.

Sd/- Illegible
Deputy Secretary.

WEST BENGAL BOARD OF SECONDARY EDUCATION

From : The Secretary,
West Bengal Board of Secondary Education

To : The Headmaster,
Talpur Pathsala, P.O. Talpur, Dist. Hooghly.

Sub : Clarification on the observance of public holidays in the school declared by the Govt. of West Bengal and the Govt. of India under the N.I. Act and the curtailment of Casual Leaves for 3 years' early departure in a month.

Ref : His letter No. 30/80 dt. 22.4.80.

In reply, the undersigned is directed to state below seriatim :

1. Holidays declared by the Govt. of West Bengal and by the Govt. of India the N. I. Act or by any competent authority may be regarded as 'Special Holidays' in addition to the approved holidays in a year.
2. Early departure in case of a staff of the school on any occasion may be allowed only with the approval of appropirate school authority. If it becomes a normal practice with any teaching or non-teaching staff of the school he or she is liable for disciplinary action. Please note that the question of equating 'early departure' with Casual leave does not arise.

Sd/- A. Gupta
for Secretary

Comment : The above circular is seldom given effect to in view of the existing situation and academic atmosphere of the school Functions, Sports etc, can not be held on Sundays or Public holidays since teaching staff are not available on holidays, Further, suspension of classes for a day at least, after Annual Sports or Annual Function is a common affair in the school. Any attempt to stop this will tell upon the acquired right of the staff. -Editor.

Date 11.7.80

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta—16.

From : The Secretary,
West Bengal Board of Secondary Education,

To : The Secretary,
Bahirkhand Girish Chandra Institution,

Sub : Holding of Annual Sports of the School.

Ref : His letter No. BGA/B/137/80 dt. 25.4.80

In drawing his attention to this office Circular No. 13/67 dated 22.8.67 on the matter of 'Holidays' to be observed by Secondary Schools, the undersigned is directed to state that the suspension of academic work on a week day on the ground of Annual Sports and other functions of the school and announcing a special holiday following the day of function, is not admissible under the rules, as claimed by the staff of the school.

Hence, the said function is to be held either on a Sunday or any other holiday or in the afternoon of a Saturday. Please note that no Special Holiday in excess of 87 days following the day of function can be declared.

Sd/—A. Gupta
for Secretary.

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta—16.

No. S/309 Dated 12.8.83.

To : The Heads of all recognised Secondary Schools
under the West Bengal Board of Secondary Education.

Sub : Closure of schools on the 2nd and 4th Saturdays in a month.

It has been observed that some secondary schools in the State have of late been keeping their institutions closed on the 2nd and 4th Saturdays in a month as has been recently done by the State Government in all their offices.

The Executive Committee of the Board after due consideration decided that this practice of keeping the institutions closed on the 2nd and 4th Saturday in a month be discontinued and the position obtaining in such schools prior to the declaration of the 2nd & 4th Saturday as holidays in a month in all Government Offices be restored forthwith.

Sd/- N. Sinha (Secretary)

WEST BENGAL BOARD OF SECONDARY EDUCATION

Circular No. S/1107 Dated. 25.8.1987.

From : The Secretary,

Comment : It is unfortunate that the Heads of the Institution are not in a position to abide by the above directions in view of replusive atmosphere in the schools. The Managing Committee is callous and the Dist. Inspectors of schools (SE) have very little time to supervise the actual academic atmosphere of the schools. The Heads of the Institutions are now the constitutional rulers of the Academic Council and Staff Council. -Editor.

West Bengal Board of Secondary Educastion

To : The Heads of
All recognised Secondary Schools under this Board.

Sub : Working days in a School closing on Saturdays.

Dear Sir/Madam,

The undersigned is directed to state that the Board for some time past had been moved to clarify whether the recognised Secondary Schools can be kept closed on 2nd & 4th Saturdays of the month like the State Government Offices or on all Saturdays or on alternate Saturdays etc.

The matter was placed before the 24th meeting of the Board and after thorough discussion and on the recommendation of the Education Department, Government of West Bengal, it was decided that all Secondary Schools recognised by the Board will remain open for 5 (five) full working days and 1 (one) half working day in a week. No School can be kept closed on all Saturdays or on alternate Saturdays etc. unless those fall on approved Holidays.

The Heads of Institutions are requested to bring this Circular to the notice of all concerned.

Sd/- Sudin Chattopadhyay
Secretary.

GOVERNMENT OF WEST BENGAL
Education Department
Secondary Branch

No: 886 Edn(S)/8B-10/88 Dt. Cal. 8th September, 1988.

From : Shri N.K.S. Jhala
Secretary to the Government of West Bengal.

To : The Director of School Education, West Bengal,

Sub : Change of academic Session in schools w.e.f. 1st May 1989.

The undersigned is directed by the order of the Governor to say that the West Bengal Board of Secondary Education has forwarded a proposal to the Government for affecting change of academic session in schools from January - December to May - April w.e.f. Ist May 1989 in order to bring about a party of the academic session of the schools with that of most of the states and Union Territories as also to facilitate the students of this state to compete at the All India Level and to provide more school days. This will include the period from November to February in school-days which is conductive to students in climate condition of the state.

The Governor after careful consideration of the rationale of the recommendations of the board, has been pleased to direct that the academic session of all recognised schools from Primary to Secondary including Madrasahs should be changed from January-December to May-April w.e.f. 1st May, 1989. The Programme of Annual Examination of class IX in secondary schools (including High Madrasahs) and publication of its results for the current academic session will, however, remain unchanged. Necessary instructions may please be issued to the institutions concerned so that the next academic session can be started from 1st May 1989.

Sd/- Illegible (Secretary) School Education

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2. Park Street, Calcutta 700 016.

No. S/716 Dated 22.9.88.

From : Prof. Sudin Chattopadhyay, Secretary,
West Bengal Board of Secondary Education.

To : The Heads of all recognised Secondary Schools.

The Govt. of West Bengal has accepted the proposal of the West Bengal Board of Secondary Education for changing the present academic session in schools (upto Class X) [vide Memo No. 886-Edn(s). dated 8th September, 1988]. In view of this, I am directed to issue this general Circular requesting all concerned to give effect to the new arrangement in the following manner :

1. From 1989 onwards, the academic session in schools (upto Class X) will start on the 1st day of May and end on the 30th of April every year.
2. Annual examinations of students upto Class IX of Secondary Schools will be held during the later part of March every year.
3. Results of annual examinations will be published by the 3rd week of April every year.

Transitional arrangement for the current session (1988).

A. For this year (1988), the annual examination and publication of results of Class IX shall be completed December, 1988 so that teaching in Class X can be started from 1st January, 1989.

B. For the unsuccessful students of Class IX of this year (1988), revision lessons following routine for Class IX will be held from 1st January, 1989. These students will join the new Class IX from 1.5.1989.

C. Annual Examinations for other classes will be held according to the new session i.e. in the later part of March, 1989 and results published by the 3rd week of April, 1989. The extra time (December to March) thus available for the students upto Class VIII this year should be utilised for thorough revision and intensive exercise.

Further instruction in respect of last date of admission of students, Managing Committee election etc. consequent upon change of academic session will follow in due course.

Sudin Chattopadhyay
Secretary.

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta-16.

Circular No. S/602 Date: 29.4.89

From : The Secretary,

To : The Heads of all recognised Secondary Schools.

Ref : Board's Circular No. S/716 dated 22.9.88.

Sub : Change of Academic Session Holiday List.

Consequent upon the change of academic session the Board is also contemplating to publish a model holiday list for recognised Secondary Schools.

Pending finalisation of this list, the School authorities are requested to follow their normal Holiday Lists.

(Sudin Chattopadhyay)
Secretary.

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta-16.

Circular No. S/810 Date: 8.9.89

From : The Secretary,
West Bengal Board of Secondary Education.

To : The Heads of all the recognised Secondary Schools

Ref : Board's Circular No. S/602 dt. 29.4.89

Sub : Maximum number of Holidays in Schools.

The Heads of all recognized Secondary Schools are informed that in pursuance of the Board's decision dated 21.7.89, and in supersession of the directives contained in this office circular No.13/67 dated 22.8.67 the number of holidays and vacation days in a year in Secondary Schools should not exceed 80 days excluding Sundays. This arrangement takes immediate effect.

They are requested to adjust the number of holidays to be observed by the School for the remaining part of this academic session (i.e. upto 30.4.90) in such a way that the total number of holidays excluding Sundays does not exceed 80 days for the current session (i.e. from 1.5.89 to 30.4.90). From the next academic session the list of holidays should be prepared following this provision.

Sd/-Sudin Chattopadhyay
Secretary

14 ABSENCE UNDER DURESS

WEST BENGAL BOARD OF SECONDARY EDUCATION

Circular No. 20/67 November 7, 1967.

From : The Secretary

To : The Heads of all Secondary Schools recognised by the Board

Ref : *Cases of teachers of Secondary Schools detained under the D. I. Rules, P. D. Act or Security Act.*

The undersigned is directed to state that teachers of Secondary schools who were detained under the Defence of India Rules, Preventive Detention Act or the Security Act for some time and were subsequently released unconditionally, should be sanctioned special leave with full pay for the respective period of their detention.

Teachers who were discharged from service on accounts of their being detained under the Defence of India Rules, the Preventive Detention Act or the Security Act, but were subsequently released, should be reinstated in their posts.

Sd/- D. Majumdar
Secretary.

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta—16.

Circular No. 12/70 7th September, 1970

To

The Heads of all Secondary Schools in West Bengal, recognised by the Board.

Re: Coercion and 'Gherao' in educational institutions.

In terms of the Resolution adopted by the Board at its 31st meeting held on 17.8.1970 the undersigned is to forward hererwith a copy of the resolution adopted by the Board at its meeting held on 21.6.1969 along with a copy of the Press Statement made by the then President of the Board regarding cases of coercion and gherao in educational institutions for your information and guidance.

A. C. Chattopadhyay
Secretary

MISA and DIR Cases

WEST BENGAL BOARD OF SECONDARY EDUCATION

Circular No. S/296 Dated April 30, 1976.

To : The Heads of all Secondary Schools rècognished by the W. B. Board of

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Comment : See also Circular No. S/296 dated 30.4.76, and G.O. No. 1059- Edn(S) dated 17.8.77.
-Editor.

Duress means threat, forcible restraint, violence etc.

Secondary Education.

Re : Cases of teachers of Secondary Schools detained under MISA and DIR etc.

The undersigned is directed to state the teachers of Secondary Schools recognised by the Board who were detained under Maintenance of Internal Security Act, D.I.R. etc., in the context of the emergency, may be given option to avail themselves of the leave due to them, from the date of their detention. The authorities of the Institutions concerned are further authorised to pay the detenue teachers' leave salary to their dependants.

It may be noted that each case of detention mentioning the leave salary granted to the detenue teachers should be notified to the Home (Special) Department, Government of West Bengal, under intimation to the Board.

Sd/- A. C. Biswas
Secretary.

GOVERNMENT ORDER

No. 1059- Edn.(S) / IS—19/77 Dated Calcutta, the 17th August, 1977.

From : Shri B. N. Chatterjee I.A.S
Joint Secretary to the Govt. of West Bengal

To : The Director of Secondary Education, West Bengal

Sub : Reinstatement of teachers and non-teaching employees of recognised Non-Government Secondary Schools who were detained under M.I.S.A or D.I.R.etc.

The undersigned is directed to say that the cases of teachers and other employees who were dismissed or placed under suspension due to their detention under M.I.S.A. or D.I.R. etc. have been considered by the Government. After careful consideration of the cases the Governor is now pleased to direct that :

1. the teachers and other employees who were dismissed from service or placed under suspension due to their detention under M.I.S.A. or D.I.R. etc. be reinstated forthwith.
2. status-quo be maintained in respect of teachers appointed in their places pending final decision.
3. the period of absence be treated as the period spent on leave without pay and
4. the period of absence mentioned in (3) above be reckoned as qualifying for increment, as a special case in relaxation of the normal rules.

The District Inspectors of Schools concerned should be advised to communicate this decision immediately to all Heads of Secondary Schools. If any schools fails or neglects to implement this decision the case should be reported to this Department as early as possible.

Sd/- B. N. Chatterjee
Joint Secretary

Comment : The contents of the circular have been proved meaningless and ineffective in view of present political atmosphere in the country.

Duress means threat, forcible restraint, violence etc.

-*Editor.*

GOVERNMENT OF WEST BENGAL
Directorate of School Education

Memo No./1(16)-Sc./G/ Dated Calcutta, the Aug. '77.

Copy forwarded to the District Inspector of Schools (S.E) for information and guidance.

The decision of the Government should be communicated to all Secondary Schools under their respective juridiction forthwith for immediate compliance. If any school fails or neglects to implement the decision of the Government within 15 (fifteen) days, the name and postal address of the school should be reported to the undersigned together with the particulars of the teacher/employee concerned. A consolidated list of teachers/employees reinstated by their respective schools should be furnished so as to reach the Directorate not later than the 30th September, 1977.*

Sd/-
for Directors of Secondary Education
West Bengal.

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta—16

From : Secretary
West Bengal Board of Secondary Education.

To : The General Secretary,
West Bengal Headmaster's Association.

Sub : Grant of special casual leave to the staff of recognised non-Govt. Secondary Institutions for attending the State Level Annual Conference held by different Recognised Teacher's Associations.

The undersigned is directed to say that with the concurrence of the State Government (Vide Education Department's letter No. 535- Edn.(S) dated 16.7.70) the President, West Bengal Board of Secondary Education has been pleased to pass an order to the effect that approved staff of recognised Non-Government Secondary Institution intending to participate in the State-Level Annual Conference of any recognised Teachers' Association, of which they happen to be members, will be eligible for availing themselves of Special Casual Leave with full pay for the period for which the Annual Conference is held and the actual period of journey for attending the same from their respective places of posting and return.

2. Such leave will be sanctioned by the Head of the Institution concerned on production of necessary documents that the incumbents actually attended the conference.

Sd/- N. Sinha (Secretary)

GOVERNMENT OF WEST BENGAL
Education Department

No. $\frac{\text{1060- Edn.(S)}}{\text{IS—19/77}}$ 17th August, 1977.

To : The Secretary, West Bengal Board of Secondary Education.

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*See also Circular No. 20/67 dated 7.11.67 and No.S/296 dated 30.4.76.

Sub : *Services of teachers of non-Govt. Secondary Schools terminated by the Managing Committee for their links with any banned organisation or for other reasons under the process of law or otherwise.*

I am directed to say that the services of some teachers or recognised non-Government Secondary Schools may have been terminated by the Managing Committees for their links with any banned organisations or for other reasons under due process of law or otherwise. In some cases the affected teachers might have appealed to the Appeal Committee of the Board against the decision of the Managing Committees which terminated their services without observing the normal procedure and their cases may be still pending with the Appeal Committee. In consideration of the hardship to which the teachers have been subjected, I am now to request that the Board may kindly be moved to take up the matter with the Appeal Committee so that the cases of such teachers may be disposed of by the Appeal Committee as expeditiously as possible.

S. N. Chowdhury
Deputy Secretary to the Govt. of West Bengal.

GOVERNMENT ORDER
ABSENCE UNDER DURESS

No. 1071-Edn.(S) / IS-19/77 Dated Calcutta, the 19th August, 1977.

Sub : *Absence of teachers and non-teaching employees of recognised Non-Government Secondary Schools, prevented under duress from attending their schools and performing normal duties.*

In continuation of G. O. No. 1059-Edn.(S) dated the 17th August, 1977 the undersigned is directed to say that the cases of teachers and other employees who were prevented under duress from attending their schools and performing normal duties have been considered by the Government. After careful consideration of the cases the Government is pleased to direct that :

(i) the teachers and other employees who were actually prevented from attending schools or performing their normal duties, be immediately allowed to join their duties. They should join their duties in respective institutions within one month from the date of this order or may, at their option, continue to remain in any alternative employment in any other educational institution within the State ; and

(ii) the period of their absence be reckoned as qualifying for increment, as a special case, in relaxation of normal rules.

Teachers and other employees concerned should draw pay and allowances as admissible from the date of resumption of duties. A further communication will follow regarding regularisation of the period of absence.

The District Inspector of Schools concerned should be advised to communicate this decision to al! Heads of Secondary Schools. In case of any difficulty experienced by any employee the matter should be brought to the notice of the District Inspector of Schools, who should immediately report the same to the Director of Secondary Education, and take necessary steps to implement the

decision. If any school fails to implement the decision of the Government, the case should be reported to this Department as early as possible.

WEST BENGAL BOARD OF SECONDARTY EDUCATION
77/2, Park Street, Calcutta—16

*Circular No. $\frac{\text{S/574}}{\text{G/Misc/765}}$ Dated 22.9.77

Sub : *Absence of teachers and non-teaching employees of recognised Non-Government Secondary Schools, prevented under duress from attending their schools and performing normal duties.*

The undersigned is directed to state below the order of the Government of West Bengal, Education Department, Secondary Branch bearing No $\frac{\text{1071- Edn(S)}}{\text{15- 19/77}}$ dated 19.8.77 regarding reinstatement of teachers and non-teaching employees of recoginsed Non-Govt. Secondary Schools who were prevented under duress from attending their schools and performing normal duties. The Government order reads as follows :

" In continuation of G.O. No. 1059-Edn(S) dated 17.8.77 the undersigned is directed to say that the cases of teachers and other employees who were prevented under duress from attending their schools and performing normal duties have been considered by Government. After careful consideration of the cases, the Government is pleased to direct that :-

(i) the teachers and other empolyees who were actually prevented from attending schools or performing their normal duties, be immediately allowed to join their duties. They should join their duties in respective institutions with in one month from the date of this order or may, at their opinion, continue to remain in any alternative empolyment in any other educational institution within the state ;and

(ii) the period of their absence be reckoned as qualifying for increment, as a special case, in relaxation of normal rules.

Teachers and other employees concerned should draw pay and allowances as admissible from the date of resumption of duties. A further communication will follow regarding regularisation of the period of absence.

The District Inspector of Schools concerned should be advised to communicate this decision to all Heads of Secondary Schools. In case of any difficulty experienced by any employee the matter should be brought to the notice of the District Inspector of Schools, who should immediately report the same to the Director of Secondary Education and take necessary steps to implement the decision. If any school fails to implement the decision of Government the case should be reported to this Department as early as possible.

You are, therefore, requested to take action immediately under intimation to the Board and to the Director of Secondary Education, West Bengal and the District Inspector of Schools of the respective district.

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*See also Circular No. 12/70 dated 7.9.70 and No. S/574 and 22.9.77.

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta—16.

No. 10009/G / 081-5-243/112 Date 23.12.77.

To
The Secretary
Joynagar High School

"Considered the problems arising out of troubles affecting the schools, and the statement of the President to the Press.

After discussion, it was resolved as follows :

1. That this meeting of the West Bengal Board of Secondary Education fully endorses the Press Statement issued by the President on 3.6. '69 about the cases of coercion and 'Gherao' in educational Institutions ;

2. That the Board will not recognize the validity of any action procured under 'Gherao' amounting to coercion, criminal intimidation, wrongful restraint or wrongful confinement in respect of its recognized institutions and will do what can be done to protect the legitimate interests of the victims :

3. That an action under duress being involuntary an employee of an educational Institution shall be deemed to be in service and shall be entitled to full emoluments so long as he is proved on an inquiry at the instance of the Board to have been prevented under duress from attending the school/from discharging the normal duties :

4. That on report about occurance of such incidents the Board will, besides exercise of its powers by its Appeal Committee, cause inquiries to be made after giving opportunities to all interested persons and take suitable measures according to the necessities of each case ;

5. That to prevent occurrence of such incidents, the Board will take steps beforehand to have inquiries made into disputes which the local authorities of the school cannot settle, and for that purpose the Board appeals to all concerned to co-operate with the Board ;

6. That the Board requests the Government to issue a statement condemning such "Gheraos' in educational Institutions."

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2 Park Street, Calcutta—16

No. 3/78 / G/Misc/827 Dated 2.5.78

To

The Heads of all Secondary Schools recognised by the West Bengal Board of Secondary Education.

Sub : *Restoration of pay and continuity of service of teachers and other employees of recognised Non-Government Secondary schools for their absence in bundhs, strikes, cease work etc.*

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*See also Circular No. 12/70 dated 7.9.70 and G. O. No. 1071. Edn.(S) dated 19.8.77.

The undersigned is directed to state hereunder the orders of the Govt. of West Bengal, Education Department, Secondary Branch bearing No. 33-Edn(S) dated 9.1.78 regarding restoration IS-39/77 of pay and continuity of service of teachers and other employees of recognised Non-Govt. Secondary Schools for their absence in bundhs, strikes, cases work etc. The Government order reads as follows :

"The undersigned is directed to say that the question of restoration of continuity of service and pay deducted from the salaries of teachers and other employees of recognised non-Government secondary schools for their absence during the days of bundhs, strikes, cases-work etc. during the period from 1970 to 1975 has been under consideration, of Govt.
for some time past. The Governor after due condideration, is pleased to direct that the pay and allowance deducted from the salary of any teachers or non-teaching employee for his/her absence on the days of general strikes and bundhs as noted in the margin, shall be reimbursed to him/her.

1	27th July, 1973	General Strike and bundh.
2	17th Nobember,1973	-do-
3	7th May, 1974	-do-
4	15th May, 1974	-do-
5.	20th June, 1975	-do-

There might be certain other days on which the teachers or non-teaching employees absented themselves from attending schools owing to calls for teachers' strikes or cease work on a State-wise scale.

The Governor is also pleased to direct that pay and allowances of teachers and other employees if deducted for absence on such days shall also be re-imbursed to them.

The period of absence shall also count towards increment. leave, pension etc. as if they were on duty on those days.

The District Inspector of Schools concerned should be advised to communicate the decision to all Heads of Secondary Schools. In case of any difficulty the matter should be brought to the notice of District Inspector of Schools, who should immediately report the same to the Director of Secondary Education for necessary action.

Sd/- S. N. Choudhury
Deputy Secretary.

The Heads of institutions will take action in all such cases as per Govt. orders under intimation to the Board and the Director of Secondary Education, West Bengal, and the District Inspector for Schools of the respective districts.

Sd/- A. C. Biswas
Secretary.

See also G.O. No. 1071-Edn(S) dated 19.8.77 and Circular No. S/575 dated 22.2.77

GOVERNMENT OF WEST BENGAL
Education Department
(Secondary Branch)

No. $\frac{\text{978 – Edn (S)}}{\text{IS – 19/77 pt.}}$ Dated Calcutta, the 28th July, 1978

From : Shri B.N. Chatterjee, IAS
Special Secretary to the Govt. of West Bengal.

To : The Director of Secondary Education, West Bengal.

Sub : Regularisation of the period of absence of teachers and other employees of recognised non-Government Secondary Schools, who were detained under MISA, DIR, etc.

In partial modification of G.O. No. 1059-Edn(S) dated 17.8.77 the undersigned is directed, by order of the Governor, to say that the Governor has been pleased to lay down the following terms and conditions for reinstatement of the teachers and other employees of recognised non-Government Secondary Schools held under MISA, DIR etc.:-

(i) the period between the date of dismissal or suspension from service consequent upon detention under MISA, DIR, etc. and the date of joining shall be treated as on duty for the purpose of leave, increment, promotion, seniority, pension and other service and service and retirement benefits ;

(ii) for the intervening period the employee shall be paid full pay and other admissible allowances to which he/she would have been entitled if he/she had not been dismissed or suspended ;

(iii) where the reinstated employee has secured employment during any period between dismissal and joining, the amount payable to him fter reinstatement for the intervening period shall be reduced by the emoluments earned by him/her during such employment ;

(iv) while making payment to the employee concerned the actual amount of compassionate allowances paid to him/her according to the order of a Court of otherwise or family allowance paid to his/her family, if any, during the intervening period should be recovered in full ;

(v) subsistence grant drawn by him/her during the period of suspension shall be adjusted against pay and allowances admissible to him for the period from the date of suspension to the date of resumption of duty.

This order issues with the concurrence of the Finance Department vide their U.O. No. Group B 1383 dated 7.6.78.

Sd/- Illegible (Special Secretary)

GOVERNMENT OF WEST BENGAL
Education Department
Secondary Branch

No. $\frac{\text{65 – Edn (S)}}{\text{IS – 1/89}}$ Dated, Calcutta, the 27th January, '89.

From : Shri A.K. Palit (Assistant Secretary to the Government of West Bengal)

To : The Director of School Education, West Bengal
6, Bhabani Dutta Lane, Calcutta-73.

Sub : Reinstatement of teachers and non-teaching employees of recognised non-Govt. Secondary Schools who were detained under MISA, DIR, etc.

The undersigned is directed to say that it has been represented that the G.O.No. 1059-Edn(S) dated 17.7.77, read with G.O. No. 978-Edn(S) dated 28.7.78 does not cover the cases of those teachers and other employees of recognised non-Govt. Schools, who had been held under MISA, DIR, etc., but who had not been dismissed or suspended by the concerned school authority at that time.

After careful consideration, the Governor is pleased to clarify that the benefits allowed in terms of G.O. No. 1059-Edn(S) dated 17.7.77, read with G.O. No. 978-Edn(S) dated 28.7.78, will also be applicable to cases of teachers and employees referred to in para 1 above.

S/d A. K. Palit
Assistant Secretary.

15 SUPERANNUATION AND TERMINAL BENEFIT

WEST BENGAL BOARD OF SECONDARY EDUCATION

Circular No. 21 Dated, the 12th December,1952

From : The Secretary

To : The Heads of all recognised High Schools.

Ref : Extension of Service.

Sir/Madam,

The Secretaries of Managing Committees are hereby informed that no application for the extension of service of superannuated teachers, will be entertained unless an application is made to the Board at least six months before the date of superannuation, or the expiry of a term of extension already granted. When applying for such extension, full details about the educational qualifications and teaching experience of the teacher should be given in the following form :—

1. Year and division of passing the Matriculation Examination.
2. Age according to the University certificate at the time of appearing at the Matriculation Examination.
3. Year and division of passing the Intermediate Examination.
4. Year and date of passing the B.A. Examination together with the Subjects offered for Examination.
5. If an Honours graduate, the Honours subject and the class in which placed.
6. Year of passing the B.T. Examination or an equivalent training Examination and the class obtained.
7. If trained in a short course training, the subject of the training, the place where trained and the year should be stated.
8. If a teacher of classical subject, the year of passing a Title Examination.

Yours faithfully,
Sd/-S. K. Chatterjee
Secretary.

BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 46/Oct/53 Dated, 13th October, 1953

From : The Secretary

To : The Heads of all recognised High Schools.

Comment : 'Superannuation' means who crosses 60 years of age. Extension of service begins from 61 years and allowed upto 65 only on year to year basis. Editor

Sub : Extension of Services of Superannuated teachers.

Sir/Madam,

In continuation of this office Circular No. 21, dated the 12th December, '52, I am directed to state the following for your information and future guidance :-

1. A teacher attaining the age of superannuation in the middle of a year may be granted extension of service upto the end of the year, if recommended by the Managing Committee, unless there are compelling reasons for withholding the grant of such extension.
2. Recommendations of the Managing Committee in the form of resolution should always be forwarded alongwith the particulars of the teachers as laid down in the previous circular. The recommendations of the Managing Committee should be for not more than one year at a time.

*3. The service of a teacher will terminate as soon as he attains the age of 65 years and no application for an extension beyond that date will be entertained. Notice of retirement should be given to the teacher in proper time, at least three months before the date of compulsory retirement.

Yours faithfully,
Sd/- S. K. Sarkar
For Secretary

BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 2/54 18th January, 1954

Sub: Extension of Service of Superannuated teachers.

In continuation of the previous circulars on the subject issued by the Board, I am directed to state that the general principles in connection with the extension of service of superannuated teachers are laid down :

1. The Managing Committee of a school may, if they so desire, recommend the extension of service of any superannuated teacher for more than one year but less than two years at a time so that the service of the teacher so recommended may not terminate in the middle of a session and that he or she may continue upto the end of *a calendar year. No teacher, however, should be retained beyond the date when he or she completes his or her 65th year of age even if such retirement occurs in the middle of a session.

**2. In the case of untrained Matriculate teachers ordinarily such a teacher should not be retained beyond the age of 60 years. In case, the Managing Committee of a school desire retention of such a superannuated teacher in the interests of the school on the ground of his or her teaching efficiency and mental alertness, the recommendation must be sent to this office ordinarily a year in advance of the date of the teacher's superannuation and in subsequent years for extension for one year at a time only. The teacher may be retained only for one year at a time if his or her physical and mental alertness is testified to either by the Inspecting Officer concerned of the Education Directorate or by a Special Committee of the Board. The teacher concerned will, however, have to appear before the Special Committee or the Inspectorate at his or her own cost.

Sd/- S. K. Sarkar
for Secretary.

Comment : This para is indicative -Editor.

BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 29/56 13th June, 1956.

From : The Secretary

To : The Heads of all recognised High Schools

Sub : Retirement of clerks of high schools

Dear Sir,

I am directed to state that the general principle has been laid down in connection with the retirement of clerks of high schools :

A clerk of a high schol shall be required compulsory to retire on attaining the age of 60 years. He shall not be retained in service after attaining the age of 60 years except in very special circumstances which must be recorded in writing by the Managing Committee of the school and with the previous sanction of the Board.

Yours faithfully,

Sd/- D. P. Ray Chaudhuri (Secretary)

BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 34/57 The 16th September, 1957.

From : The Secretary

To : The Heads of all Aided High Schools.

*Sub : Condition of service of teachers on their attaining the age of superannuation.**

Dear Sir,

I am directed to state that it has been decided by the Board that a teacher who is granted an extension of service after he has attained the age of superannuation will be eligible for the following benefits :-

1. (a) He will draw the usual increments in the time-scale of pay ;

   (b) He will contribute to the Provident Fund if he is not under the Government Provident Fund Scheme and the school will contribute an equal amount to the fund :

   (c) He will be allowed such leave as may be due to him for the service rendered by him after the date of superannuation.

2. He will not be permitted to join another aided or unaided High School during the period of his extension of service.

3. He will be given one month's notice if it is desired to terminate his service before the expiry of the term of his appointment during the period of his extension of service.

Yours faithfully,

Sd/- S. K. Sarkar (for Secretary).

WEST BENGAL BOARD OF SECONDARY EDUCATION

Circular No. 10/62 Dated the 30th May, 1962

From : The Secretary

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*See also Rule 28(4) (ii) and 28(5) of G.O. No.1598-Edn.(S) dated 15.7.69.

**This clause has subsequently been modified. No untrained Matriculate teacher shall be retained in service beyond the age of superannuation.

*Extension of Service of the clerks beyond 60 years is now allowed as per rules of extension of service.

To : The Heads of all recognised Secondary Schools.

*Sub : Leave Rules for Superannuated teachers in Secondary Schools.**

It is notified for information that the following Leave Rules will henceforth govern leave of superannuated teachers of Secondary Schools recognised by the Board.

1. A superannuated Headmaster or a superannuated teacher shall be entitled to the following leave :-

(a) Leave on half average pay for 15 days for each 12 months, service rendered after attaining the age of superannuation ;

Provided that such leave (including the unenjoyed leave on half average pay in terms of Clause 1 (b) of the leave Rules contained in Board's Circular No. 46/55 dated 12.9.55, (if any) will not be allowed to accumulate for more than two months.

(b) In case of actual illness certified by a Registered Medical Practitioner leave on medical certificate for a period not exceeding 15 days for each 12 months' service rendered after attaining the age of superannuation, provided, further service is expected on expiry of leave, and residue if any of the medical leave due on the date of superannuation may be taken into account, if so required to arrive at the maximum of 15 days before it becomes due :

Provided that such concession will not be allowed for more than once to a teacher for each year of extension of service.

2. Same as provided in Clause (b) above, a superannuated teacher will not be allowed any leave on medical certificate for service rendered after superannuation, nor will he be allowed any benefit of medical leave [as per clause (1) (a) of the Leave Rules contained in Circular No. 46/55 dated 12.9.55] lying at his credit on the date of superannuation.

3. The Managing Committee of a school is competent to grant leave to a superannuated teacher according to the above rules without reference to the Board. No leave can be claimed as a matter of right.

4. In addition to the above provisions, casual leave for short periods may be granted to a Headmaster or a teacher at the discretion of the sanctioning authority : such casual leave may not exceed fifteen days in a year, and ordinarily shall not be for more than five days at a time.

Provided that such leave shall not be affixed or prefixed to a vacation or a holidays or any other leave ;

Provided further that holidays shall be included for calculating the maximum leave allowable, if holidays be part of the casual leave.

Technically an employee of the school on casual leave is not treated as absent from duty and his pay is not interrupted.

Sd/- S. K. Sarkar
for Secretary.

Comment : * Leave Rules for superannuated teachers have since been revised by the Board Vide Board's Memo No. 342 and dated 24.4.79. The teacher or Head of the institution on superannuation will be entitled to the benefit of leave (medical, casual or earned leave) like regular teachers till the date of their retirement. So the above circular may be treated as invalid and ineffective. -Editor.

GOVERNMENT OF WEST BENGAL
Education Department
Secondary Branch

No. $\frac{\text{2156-Edn(S)}}{\text{IE-14/67}}$ Dated Calcutta the 20th Sept., 1967.

**Sub : Terminal benefits for teaching and non-teaching staff of Secondary schools.*

The undersigned is directed to say that at present teaching and non-teaching staff of secondary schools are allowed the benefits of the Contributory Provident Fund. The employer's contribution is $6\frac{1}{4}$% of pay, the employees' contribution being also $6\frac{1}{4}$% of pay. The question of allowing terminal benefits to the teaching and non-teaching staff of secondary schools has been under the consideration of Government for some time. The Governor has now been pleased to decide that the Contributory Provident Fund-cum-Pension Scheme should be sanctioned for all approved permanent whole-time teaching and non-teaching staff of recognised Non-Government secondary schools including Senior Basic Schools and Madrasahs which have come or may come under the Grant-in-aid Scheme. The Scheme will come into force with effect from the 1st April, 1966.

2. Under the Scheme, the teaching and non-teaching staff will be entitled to the following benefits :-

(a) Contributory Provident Fund with employer's contribution @ $6\frac{1}{4}$% of pay and employees' contribution @ $6\frac{1}{4}$% pay. This provision is already in force.

(b) Pension equal to 1/120 of the average of the last three years' employees' pay for every completed year of service (after ten completed years) upto a maximum of 30/120 of the pay.

(c) If an employee has put in five years' service but less than ten years, he will be entitled to receive gratuity @ 1/2 month's pay for each completed year of service.

(d) If an employee dies while in service after putting in service between 5 and 20 years, his family will be entitled to a gratuity @ 1/4 of one months' pay for each completed year of service subject to a minimum of Rs. 500/-.

(e) If an employee dies while in service after completing twenty years' service, his family will get a pension equal to half the pension admissible to the employee, had he retired on the date of his death subject to a minimum of Rs. 20 per month and maximum of Rs.75 per month for a period of five years from the date of the dealth of the employee.

3. In regard to matters not specified in this order, the provision of the Civil Service Regulations Pension Rules and the Contribution Provident Fund Rules of the State Government as amended from time to time will apply.

4. A separate communication will follow regarding the procedure to be followed in

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Comment : Terminal benefit i.e., retirement benefit of service will be given according to latest rules of Pension. Pension rules follow. -Editor.

the matter of sanctioning and payment of pension. In the meantime steps should be taken for maintaining the record of the service of the teaching and non-teaching staff of secondary schools.

5. The additional charge involved during the current financial year will be debited to the Head, "W. Development Schemes—Forth Five year Plan—Secondary Education—Improvement of the condition of service of staff in secondary schools" in the 28-Education Budget.

6. The Accountant General, West Bengal has been informed.

7. This order issues with the concurrence of the Finance Department of this Government, vide their U.O. No. AVII/1803, dated the 16th September, 1967.

GOVERNMENT OF WEST BENGAL

Directorate of Education (Grant-in-aid Section)

No. 3683(24) GA / OM 3GA/69 Dated Calcutta, the 3rd April, 1969.

From : The Director of Public Instruction, West Bengal.

Ref : Extension of Service

The undersigned has to state that at present extension of service is allowed to teachers including Headmasters/Headmistresses of aided Secondary Schools by the Director of Public Instruction, West Bengal on the Recommendation of the Managing Committees, Ad- hoc Committees or Administrators on year to year basis upto the age of 65 years. It has been brought to the notice of the Education Directorate that in some cases extension of service is to be recomended by the Managing Committee, Ad-hoc Committees nor Administrators without assigning any reason. Sometimes they refuse to make any recommendation whatsoever.

In the circumstances it has been decided that henceforth the teacher including Headmasters/Headmistresses concerned, of aided Secondary Schools will have the option to submit a representation to the Director of Public Instruction, West Bengal if the Managing Committees, Ad-hoc Committees, or Administrators of the Schools do not recommend extension of their service without assigning any reason or refuse to make any recommendation whatsoever. The Director of Public Instruction will consider each such case on its merit. The decision of the Director of Public Instruction in such cases will be binding on the Managing Committees, Ad-hoc Committees or Administrators concerned.

All aided Secondary Schools under his or her jurisdiction may please be informed accordingly.

Sd/- P. Bhattacharya

for Director of Public Instruction, West Bengal.

Comment : * Application for Extension of Service of an incumbent should accompany the following documents for recommendation of the Managing Committee or the Administrator—

(i) Attested copy of Matriculation or School Final Pass Certificate.

(ii) Certificate from a Regd. medical practitioner, preferably M.B.B.S.in original re : physical and mental fitness.

(iii) The application should be addressed to the Secretary/Administrator at least three months before the date of superannuation or completion of the terms. -Editor.

EDUCATION DEPARTMENT—SECONDARY BRANCH

No. 863-Edn.(S) Dated Calcutta, the 2nd June, 1969.

*Sub : Terminal benefit for the teaching and non-teaching staff *of recognised Non-Government Secondary Institutions.*

The undersigned is directed to say that the question of extending the benefits contemplated in "The Recognised Non-Government Secondary Institutions Pension Rules" approved in terms of Government Order No. 1610-Edn.(S) dated the 18th July,'68 to the employees of the recognised "Unaided" Non-Government Secondary Institutions and the question of counting the period of extension beyond the age of superannuation for the purpose of pension had been under the consideration of Government for some time. The Governor, in modification of Government Order No. 2156-Edn.(S) dated the 20th September, 1967 is now pleased to decide that —

(i) The employee of the Recognised Non-Government Secondary Institutions, who were on approved extension after superannuation (i.e. beyond 60 years) on the 1st April, 1966 should be allowed the benefits under "The Recognised Non-Government Secondary Institutions Pension Rules", the period of extension being taken into account for the purpose of pension.

(ii) The age of superannuation of the employee of the recognised Non-Government Secondary Institutions shall be 60 (sixty). Thereafter the employees may be retained in service on extension until they attain the age of 65 years subject to the usual condition of physical fitness and mental alertness. The period of service rendered, on approved extension, after attainment of the age of superannuation shall be considered as qualifying for pension.

(iii) The employees of the Recognised "Unaided" Non-Government Secondary Institutions shall also be allowed the benefits contemplated in "The Recognised Non-Government Secondary Institutions Pension Rules."

3. Necessary changes in the "Recognised Non-Government Secondary Institutions Pension Rules" will be made in due course. Meanwhile, immediate steps should be taken for payment of anticipatory pension in terms of rule 36 of the aforesaid Rules to those employees of the Recognised Non-Government Secondary Institutions as defined in Rule 3(m) who have already retired and are entitled to pension in terms of those rules.

Similar benefit may be extended to employees of the Recognised "Unaided" Non-Government Secondary Institutions as soon as the rules are amended.

4. The Accountant General, West Bengal has been informed.

5. This order issues with the concurrence of the Finance Department of this Government vide their U.O. Note No. BVI/1517 dated 31st May, 1969.

GOVERNMENT OF WEST BENGAL
Finance Department : Audit Branch

No. $\frac{5235\text{-F}}{\text{F-I-S-75/69}}$ 31stDecember, 1969.

MEMORANDUM

Sub : Extension of the age of superannuation, representation from political sufferers, employed under the State Government.

Comment : * Self Explanatory. -Editor.

The undersigned is directed by the order of the Governor to say that the Governor has been pleased to direct that the services of such Government servants who have suffered imprisonment on political grounds (including terms spent in detention or conviction or as under-trial prisoner or interment for a period of not less than two years, who had entered Government Services after the age of 30 years shall be extended beyond the normal date of superannuation, i.e. 58/60 years of age until they attain the age of 65 years or 30 years service whichever is earlier. Their retirement benefits shall be calculated after taking into account the extended period under the normal rules. The order will take effect from 18.12.69.

Before issue of order in individual cases the administration department will have to certify that the detention was due to taking part in the struggle for the freedom of country and the officer continues to be physically fit and mentally alert.

J.L. Kundu
Financial Commissioner & Secretary
to the Government of West Bengal.

GOVERNMENT OF WEST BENGAL
Education Directorate
Grant-in-aid Section
5, Council House Street, (Top floor), Calcutta—1.

Memo No. 2505(16)GA Dated 30.12.74

From : The Director of Public Instruction, West Bengal

To : The District Inspector of Schools, Secondary Education, Midnapore.

Sub : Approval of appointment of teaching and non-teaching staff of High and Higher Secondary Schools and extension of services to such staff beyond the age of superannuation recommended by the Managing Committee.

The undersigned is directed to state that in terms of provision contained in explanation in Sub-Rules of the G.O. 1598-Edn.(S) dated 15.7.69 (regarding Rules for Management of Recognised Non-Government Institutions as amended in G.O. No. 41 Edn(S) dated 8.1.74) the Secondary Schools including the schools raised from Junior High stage which are in receipt of Govt. D. A. only, are also to be treated as aided Institutions. As such he/she may henceforth approve the appointment of the teaching and non-teaching staff of such schools, within sanctioned/admissible strength of the Normal/Higher Secondary Sections under jurisdiction from his/her end and also sanction extension of services of teaching and non-teaching staff beyond the age of superannuation as recommended by the Managing Committee. Such cases of approval and extension of services are, therefore, not to be sent to his office for onward transmission to the Board. It may also be seen that such schools do not send the cases direct to the Board. While approving the appointments, all the Circulars issued from Govt. and this Office from time to time in this connection should be kept in view alongwith the staff patterns approved in terms* of G. O. No. 60-Edn.(S) dated 15.1.72. and G. O. No. 772-Edn.(S) dated 8.7.74.*

The newly recognised High Schools (which are not recognised in Jr. High

*Vide Amendment in (2) para 2 of Circular No. 15/66 dated 25.7.66 -Editor.

* Approval of appointment of previous service in an unaided school should be procured.

Stage are to be treated as strictly unaided for the purpose of appointment etc. In such cases the approval cases of all the staff of his school should be sent to this Office at a time with the certificate from the school that the school had no other staff in addition to them.

The above procedure may please be followed until further orders.

E. Dutta
for Director of Public Instruction, 20.12.74
West Bengal.

GOVERNMENT OF WEST BENGAL
Office of the District Inspector of Schools (SE)*
BIRBHUM

Memo No. 1432(300)/J 11th August, 1975.

To : The Secretary/Headmaster,
.....High/Jr.High/School/Madrasah.

Sub : *Cases of extension of teachers and staff of Secondary Schools beyond the date of superannuation where the Managing Committee do not recommends such extension.*

In reference to the above the undersigned request him/her to please send to this office such cases of extension of services sufficiently ahead—at least three months before the due date attaining age of superannuation of the staff concerned and also before of each term of extension.

This office, sometimes faced difficulties in disposing of these cases of extensions if the submission of these cases is delayed.

This should be treated as extremely urgent.

S. Rana
District Inspector of Schools,
(Secondary Education), Birbhum.

GOVERNMENT OF WEST BENGAL
Education Department
Budget Branch

No. $\frac{\text{407-Edn(B)}}{\text{IM-3/82}}$ Calcutta, the 12th September, 1983.

From : Shri M. M. Sinha Roy, I.A.S.

Comment : * The petition for extension of service of a teacher or clerk is to be sent to the Dist. Inspector of Schools (S.E) or to the Board in the case of unaided schools along with the following particulars:—

(1) The petition in original.

(2) Attested copy of the resolution of the Managing Committee or the order of the Administrator recommending the case or without recommendation.

(3) Copy of the Matriculation/School Final Pass Certificate for Verification of age or Attested Copy of the Affidavit in case of Class IV staff and classical teacher, if certificate or date of birth is not available.

(4) Medical certificate in original from the Registered medical practitioner re : physical and mental fitness of the incumbent. Editor

Deputy Secretary to the Government of West Bengal.

To : The Director of School Education, West Bengal.
6, Bhabani Dutta Lane, Calcutta—73.

Sub : Terminal benefits for the teaching and non-teaching staff of recognised non-Govt. Secondary Schools.

The undersigned is directed to say that it is laid down in sub-para 3 of para 6 of the G.O. No. 372-Edn.(B) dated 31.7.81 that teachers of all Govt. aided Educational Institution opting for the revised scale of pay shall retire at 60 years provided however, that who were above 54 years but below 57 years of age on 1.4.81 shall retire on completion of 62 years of age or on March, 31, 1989 whichever is earlier and for such teachers who were above 57 years of age on 1.4.81 retirement will be on completion of 65 years or on March, 31, 1987 whichever is earlier.

The Governor is pleased to direct that according to this provision the age of retirement of the teacher is 60 years but the persons who were above 54 years but below 57 years of age on April 1, 1981 and above 57 years of age on April 1, 1981 are exempted category. In their case the period of service upto 62 years of age or 65 years of age, as the case may be, is to be considered as extension of service and such extension is to be guided by the conditions laid down in G.O. No. 863-Edn(S) dt. 2.6.69.

This order issues with the concurrence of the Finance Deptt. vide their U.O. No. Gr. J/517 dated 6.6.83.

All concerned have been informed.

Sd/- M. M. Sinha Roy
Deputy Secretary.

GOVERNMENT OF WEST BENGAL
Education Department
Budget Branch

Calcutta, the 13th December, 1983.

No. $\frac{\text{497(S)-Edn.(B)}}{\text{IM-45/83 Pt.1}}$

From : Shri M. M. Sinha Roy, I.A.S.
Deputy Secretary to the Government of West Bengal.

*Sub : Retirement age of non-teaching staff of Non-Govt./Sponsored Institutions.**

In partial modification of para 6 of the G.O. No. 372-Edn.(B) dated 31.7.81, the undersigned is directed by order of the Governor to say that the Governor is pleased to direct that the non-teaching employees of all Govt. aided/Sponsored educational Institutions opting for the revised scales of pay introduced with effect from 1.4.81, shall retire at 60 years provided however that employees who were above 54 years but below 57 years of age on April 1, 1981 shall retire on completion of 62 years of age or on March 31, 1987 which ever is earlier and employees who were above 57 years of age on April 1, 1981 shall retire on completion of 65 years of age or on March 31, 1987 whichever is earlier.

2. The Governor is further pleased to direct that the age of retirement of the employees

Comment : *Follow the rules of extension of service under revised circular of the Education Department. Vide memo No. $\frac{\text{81-Edn(B)}}{\text{IM-3/82}}$ dt. 31st. March, 1986. —Editor.

as stated in para 1 above is 60 years but the persons who were above 54 years but below 57 years of age on April 1, 1981 and above 57 years of age on April 1, 1981 shall be treated as exempted category. In their case the period of service upto 62 years of age or 65 years of age, as the case may be is to be considered as extension of service and such extension is to be guided by the conditions laid down in G.O. No. 863-Edn.(S) dated 2.6.69.

3. The benefit allowed in para 1 above shall be admissible only to those non-teaching employees who were entitled to get extension of service upto 65 years prior to introduction of the revised scales of pay with effect from 1.4.81.

4. This order issues with the concurrence of the Finance Department vide their U.O. No. Gr. J/991 dated 22.11.83.

5. The Accountant General, West Bengal and the Pay & Accounts Officer, Calcutta have been informed.

Sd/- M. M. Sinha Roy
Deputy Secretary.

GOVERNMENT OF WEST BENGAL
Education Department
Secondary Branch

No. 85 (G)–Edn.(B) / 5P–4084 Calcutta, the 3rd April, 1985.

From : Shri M. M. Sinha Roy,
Deputy Secretary to the Govt. of West Bengal

To : The Director of School Education, West Bengal.

Sub : Retirement age of the non-teaching staff of Non-Government/Sponsored Institutions.

In continuation of the G.O.No. 497(5)-Edn.(B) dated 13.12.83, the undersigned is directed by order of the Governor to say that the Governor is pleased to direct that the non-teaching staff of non- Government sponsored institutions whose age of retirement will be determined on the terms and conditions laid down in the G. O. No. 497(5)-Edn.(B) dated 18.12.83 to come over to the revised scale of pay introduced with effect from 1.4.81 in Education Department Memo No. 372-Edn (B) dated 31.7.81, will be allowed to exercise fresh option, if required, within a period of two months from the date of issue of this order.

2. The revised option exercised as per para 1 above shall be final and shall be subject to the condition that overdrawals, if any, shall be recovered in one single instalment.

This order issues with the concurrence of the Finance Department vide their U.O. No. 'B'639 dated 27.3.85.

All concerned have been informed.

Sd/- M. M. Sinha Roy (Deputy Secretary)

GOVERNMENT OF WEST BENGAL
Education Department
Budget Branch

No. 81–Edn.(B) / IM–3/82 Dated Calcutta the 31st March, 1986.

From : Sri P. K. Ganguly, I.A.S.,
Deputy Secretary to The Govt. of West Bengal.

To : The Director of School Education, West Bengal.

*Sub : *Age of superannuation of the employees of Non-Government Primary and Secondary Schools including Madrasahs.*

The undersigned is directed to say that it has been laid down in para 6 of the G.O. No. 372-Edn.(B) dated 31.7.81 that teachers in all Government aided educational institutions opting for the revised scale of pay shall retire at 60 years, except in some marginal cases. The Hon'ble High Court at Calcutta has now restrained the Government from retiring some petitioners at the age of 60/62 years.

The position has been carefully examined by the Government. After careful consideration, in order to be impartial to all relevent staff of the educational institutions, the Governor is pleased to direct that until further review, the employees of non-Government Primary and Secondary Schools including Madrasahs will retire at the age of 60 years but they will be allowed extention of service on year to year basis upto the age of 65 years subject to the conditions that they are physically fit and mentally alert. Such extension of service should be sanctioned/approved by the competent authorities and would be subject to the alternate result of the appeal(s) pending before the Hon'ble High Court at Calcutta.

This decision will be reviewed by the Government after disposal of the relevant cases now subjudice.

The benefit allowed in para 2 above shall not be admissible to those employees who were not entitled to get extension of service upto 65 years prior to introduction of the revised scales of pay with effect from 1.4.81. This benefit will be made available to the teachers of Government Schools and Government Madrasahs also.

This order issues with the concurrence of the Finance Department vide their U. O. No. Group P/901 dated 29.3.86.

All concerned have been informed.

Sd/- P. K. Ganguly.
Deputy Secretary.

GOVERNMENT OF WEST BENGAL
Education Department
(Budget Branch)

Dated, Calcutta, the 17th February, 1988.

No. $\frac{\text{55- Edn(B)}}{\text{IM- 7/88}}$

From : Shri P. K. Ganguly
(Joint Secretary to the Govt. of West Bengal.)

To : The Director of School Education, West Bengal.

Sub : *Extension of service of teaching and non-teaching staff, beyond 65 years.*

The undersigned is directed as refer to his memo.No. 102-GA. dt. 14.1.88 on

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Comment : * Age of superannuation of teaching and non-teaching staff was limited to 60 years vide Education Department's circular No. 372- Edn(B) dt. 31st July, 1981. But in view of High Court's order an incumbent may get extension of service upto 65 on year to year basis subject to general rules. -Editor.

the subject noted above as to say that if the date of retirement of a superannuated employee under the West Bengal recognised non-Govt. Educational Institute Employees (Death-cum-Retirement benefit) Scheme 1981, falls on any date other than the first day of the month he/she will be allowed to retire on the last day of the month (afternoon) irrespective of whether he retires at the age of 60 years or 65 years after enjoying extension of service.

Joint Secretary.

GOVERNMENT OF WEST BENGAL
Directorate of School Education
Grant-in-aid Section
6 Bhabani Dutta Lane, Calcutta-73

Memo No. 2039 GA/4G-1125/85 Dated, Calcutta the 10/20th August, 1988

In partial modification of this office circular No. 513-Sc/Pen dt. 16.9.87 it observe as follows :

A question as to exact date of retirement of approved employees of recognised educational institutions in the state has arisen. The exact date of retirement of approved employees in educational institution in the state shall be determined on the basis of what are being stated below :

1) If exact date, month and year of birth are known, afternoon of the last date of the month shall be the date of retirement (except if it is the first day of the month).
2) If only the month and year of birth are know, 16th of he concerned month shall be taken as the date of birth. In this case date of retirement will be the last date of the concerned month and year.
3) For those whose year of birth is only recorded, first day of July of the concerned year shall be taken as the date of birth.

This is for guidance for all concerned.

Sd/- S. Ghosh
Director of School Education
West Bengal.

16 DEPUTATION AND TRAINING FACILITIES

GOVERNMENT OF WEST BENGAL

Memo No. $\frac{411(50)-Sc.G}{5C-2G-64}$ 22nd January, 1965.

To : The Head of all recognised Institutions.

Sub : *Deputation of Teachers and Lecturers to the Institute of English, Calcutta, 119 Shamaprasad Mukherjee Road, Calcutta 700 026.*

The Institute of English, Calcutta has been established with a view to improving the standard of teaching English in the State of West Bengal. Its principal function is to offer Diploma Course in the teaching of English as a foreign language to practising teachers of English, teacher-trainees and Lecturers in English Methodology. The Institute organised two four-month courses in a year to which both men and women are admitted. The minimum qualification for entry into the Institute is a B.A. ; and a candidate should preferably be one whose principal teaching subject is English. Preference will, however, be given to those with a B.T. The upper age-limit for accepting candidates is 45 years. The selected teachers are given stipends by the authorities of the Institute. The teachers who will join the course will be treated as on deputation and the authorities concerned can appoint substitutes in their resultant posts during the period of their deputation with the approval of this Directorate. The School receiving aid will pay deputation salary to the teacher from their own funds and this will be treated as an admissible item of expenditure under the Grant-in-aid rules. Teachers of Government Schools/Colleges attending the course will also be treated as on deputation. The first course usually commences in the middle of February and other in the middle of September. The Heads of the Institutions, are, therefore, requested to send the names of teachers/lecturers to be deputed, to the Director, Institute of English, Calcutta, at least two months before the commencement of the courses. The selected teachers may be released to join the courses of the institute on* receipt of an information from the Director, Institute of English, Calcutta to that effect.

B. K. Neogy

for Director of Public Instruction, (West Bengal.)

GOVERNMENT OF WEST BENGAL

Education Directorate : Secondary Education Branch

No. $\frac{926-Edn(SE)}{2P-16/66}$ 4th November, 1966.

To: The Director of Public Instruction, West Bengal.

Comment : *(i) Honours or Master's Degree for training is being preferred nowadays.

(ii) Two advance increment on their basic pay is given after successful completion of the training

(iii) Heads of the Institutions are not allowed any incremental benifit for their training (D.E.L.T).

Upper age limit has now been withdrawn. —Editor

The undersigned is directed to state that at present the certificate-holders of the Post Graduate Physical Training College, Banipur are not eligible to draw pay scales prescribed for "Trained Graduates" when appointed in educational institutions even after graduation from any India University.

In order to remove the difficulties of the aforesaid teachers the undersigned is directed by order of the Governor to say that the Governor is pleased to permit the Principal, Post-Graduate Physical Training College, Banipur to conduct** a condensed degree course of training of one month's duration during vacations for the graduate certificate-holders in Physical Education. After successful completion of the course Diplomas (Pass) will be awarded to the trainees. The course should be conducted by the existing teaching staff of the college and no additional cost is involved in the proposal.

P. Roy
Assistant Secretary to the
Government of West Bengal.

GOVERNMENT OF WEST BENGAL
Education Directorate

Memo No. 982 Sc/G 7th March, 1968.

To: The Heads of all aided Class XI/Class X/Junior High Schools recognised by the West Bengal Board of Secondary Education.

Sub: Deputation of teachers to Training Colleges.

ELIGIBILITY

(1) The undersigned is directed to state that the Managing Committee of a Class IX/Class X/Junior School, Sr. Basic School, Jr. and High Madrasah recognised by the Board may depute to the courses noted below *not more than two teachers* who are not over 45 years of age on 30th June and have rendered at least one years's continuous service against a permanent post in the school from which deputed on the 30th June of the year deputation. Those teachers whose period of service falls short of one year referred to above are also eligible for deputation provided they worked in a recognised secondary school previously for at least 2 years and held permanent posts.

In respect of teachers deputed to Post-Graduate Basic and Senior Basic Training Courses, they must also have one years's teaching experience before the commencement of the training courses. It should be noted that no relaxation would be allowed in regard to the last requirement, i.e. requirement with regard to teaching experience.

1. B.T. Courses of different Universities within the State of West Bengal (For Graduate teachers).
2. B.Ed. Course of the Visva-Bharati University (For Graduate teachers).

Comment : **Under graduate Teacher's Training (certificate course) has since been stopped, the question of obtaining a condensed degree course of training in Physical Education does not arise. However, it was necessitated for providing this condensed course training for the N.F.C teachers attached to different High Schools under former National Discipline Scheme of the Central Government.— *Editor*

3. Diploma in Physical Education Course (For Graduate teachers).
4. Diploma in Home Science Course of the Viharilal Mitra Institute.
5. Post-Graduate Diploma in Home Science Course of the Viharilal Mitra Institute (For those women teachers who have obtained the Diploma in Home Science).
6. Certificate Course in Physical Education (For Under-graduate men and women teachers).
7. Post-Graduate Basic Training Course (For Graduate teachers).
8. Senior Basic Training Course (For Under-graduate teachers).

The age-limit of teachers, as mentioned above, may be relaxed in the following cases :

(i) Science Graduate ;

(ii) Headmaster/Headmistress and teachers with Honours or Master's Degrees ;

(iii) Where there is no teacher in the school younger in age satisfying conditions of eligibility as in Para 1 ;

(iv)Teachers recommended by the Departmental Selection Committee.

But in no case will this age-limit exceed 50 years on the 30th June of the year of deputation.*

(2) It may be noted that a teacher whose deputation was approved on a previous occasion but who had failed at the B.T. Examination shall not be eligible for further deputation.

It may also be noted that a teacher who underwent training for B.T., Basic Training, Home Science Training, etc. shall not be eligible for further training to other courses mentioned under Para 2.

The application of a teacher, whose deputation was approved on a previous occasion but who had to discontinue his studies on grounds of health or on other cogent grounds may, however, be considered on its own merit.

MODE OF APPLICATION

(3) A teacher who satisfies the above conditions and has secured admission to a Training College may submit an application to the Director of Public Instruction, West Bengal, for the saction of the deputation in the enclosed from through the Secretary to the Managing Committee of the School so as to reach the office of the Directorate within ten days of the teacher's securing admission to a Training College. It should be noted carefully that the deputation of a teacher who has not secured admission to a Training College will not be considered.

The form should be accompanied with —

(i) A copy of the resolution of the Managing Committee deputing the teacher.

(ii) The agreement forms duly signed by the teacher and the school authorities concerned.

N.B.— An application to the Director of Public Instruction, West Bengal, for the

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Comment : * Age limit has already been withdrawn for deputation of above training. However, candidates would be requested to face Selection Test. - Editor

sanction of deputation should not be confused with an application for admission to a Training College. A teacher desiring to undergo training should apply separately direct to the Training College where he/she seeks admission according to the rules of admission of that college. It should also be noted that the Director does not undertake the responsibility of securing a seat for any teacher.

A teacher, whose deputation was sanctioned by the Board or by the Director of Public Instruction on a previous occasion but who was not admitted to a College, will have to apply afresh in terms of this circular for sanction of his/her deputation during the current session.

*PAY AND ALLOWANCES

(4) The Director of Public Instruction, West Bengal will pay the deputed teacher of a school such pay as is admissible if deputation is approved.

MODE OF PAYMENT OF PAY AND ALLOWANCE

(5) The deputed teacher's admissible pay as per Clause (4) above, will be paid by the Director of Public Instruction, West Bengal, through the Principal of a Training College where he/she is a student, for disbursement.

PROVIDENT FUND OF THE DEPUTED TEACHERS

(6) If a deputed teacher continues to pay his/her share to the Provident Fund during the period of deputation, the school should also continue paying its own contribution to the fund.

APPOINTMENT IN THE DEPUTATION VACANCY

(7) If the work of a deputed teacher cannot be managed by the existing teachers of the School a substitute may be allowed as a special case. The appointment of the substitute teacher should be got approved by the Education Directorate.

The substitute teacher in the deputation vacancy of a teacher on B.T.training must not be retained beyond the 15th May or the commencement of the summer vacation whichever is earlier. In the case of deputation vacancy of a teacher deputed to other course, the substitute teacher should be released as soon as the permanent incumbent returns to his/her duty. When a deputed teacher returns to his/her duty, his/her salary is payable by the school concerned from the date next following the date upto which he/she received his/her deputation allowance from the Training College.

The teacher should join the school within a week from the date of completion of his/her examination or if a vacation intervenes, immediately on the day the school reopens. The period which the teacher may take to join the school (which should not be more than a week as stated above) and also the period of vacation that may intervene should be treated as periods spent on duty.

AGREEMENTS TO BE SIGNED IN NON-JUDICIAL STAMPED PAPER BY THE DEPUTED TEACHER AS WELL AS BY THE SCHOOL AUTHORITIES

(8) The deputed teacher on his/her own part should give a written undertaking in

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Comment : *Higher pay scale for such teachers appointed against deputation vacancies with higher qualification may not be admissible in the case of normal station teacher. — Editor

non-judicial stamped paper worth Rs.1.50 in each case in the prescribed form to serve the school from which he/she is deputed for a period of at least 5(five) years from the date of his/her joining the school after completion of the training period or for 3 (three) years from the date of his/her passing the Examination, whichever is shorter. If a teacher fails to comply with the terms of the aforesaid written undertaking, the Director of Public Instruction, West Bengal, may direct the said teacher to refund the entire amount received by him/her as deputation allowance to Government.*

N.B.— No teacher should be released unless the orders of the Directorate have been secured.

If the Managing Committee of an aided school is not agreeable to place a trained teacher in the proper scale, the undertaking given by the deputed teacher shall not be enforceable and the Directorate may, in that case, direct the school to release the teacher concerned from the services of the school so that he/she may render his/her service in another aided school recognised by the Board.

(9) If a teacher intends to join another school before the expiry of the above stipulated period, he/she can do so only if the Managing Committee permits and the Directorate agrees. His/Her case for prior permission should be forwarded to the Directorate by the Managing Committee of the School together with a resolution of the Managing Committee that it has no objection to releasing the teacher from the services of the school. The Managing Committee should not, however, recommend release of such a teacher to take up a post other than that of a teacher in recognised school. Each case will, however, be decided by the Directorate on its merit.

(10) A teacher who is on deputation, should be treated as on duty and his/her status must not be disturbed during the period of deputation.

S. C. Ray

For Director of Public Instruction, West Bengal.

AGREEMENT FORM - I

Undertaking from the deputed teacher

Whereas I,..

Headmaster/Headmistress/Asstt. Teacher of...

P.O.................................. Dist................................... have been deputed by the Schools as per resolution No. .... dated .... of the Managing Committee of the School for B.T./P.T./Home Science/P.G.B.T.Course/Sr. B.T. Course Training during the Session .... on such pay and deputation allowance as per admissible under the Grant-in-Aid Rules along with the school contribution to Provident Fund, I hereby agree and undertake in consideration hereof to serve the school from which I have been deputed for a period of at least five years from the date of joining the school immediately after completion of the

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Comment : *Though there is a standing rule of rendering at least three year's compulsory service for a deputed teacher after successful completion of training, still in practice, it is found that the Board does not prefer to take any disciplinary action against such teacher or teachers who are sometimes found to change the place of profession. (Vide instruction of the Education Directorate No. [illegible]). The rider given in the N.B portion of the Directorate's circular is seldom followed on the plea that an unwilling teacher need not be forced upon to stay despite the loss of interest of the students in absence of a teacher for a considerable period. —Editor

said training period or for three years from the date of my passing the said Examination, whichever shorter, or to refund the entire amount received by me as deputation, allowance together with the school's contribution to my Provident Fund during the period of my deputation for B.T./P.T./Home Science/P.G.B.T.Course/Sr.B.T.Course Training during the Session

Attested*

Designation and Seal of the School — Signature in full)

Date — Date

(*By the Headmaster/Headmistress, or the Secretary, if the Headmaster/Headmistress himself/herself is deputed.)**

AGREEMENT FORM II

Undertaking from the Headmaster/Headmistress or Secretary on behalf of the Managing Committee of the Aided School

I.., Headmaster/Headmistress/Secretary on behalf of the Managing Committee of the..............................P.O......................District.................., hereby agree that the Managing Committee of the School............ will give the above named deputed teacher the benefit of a trained teacher's scale on his/her passing the training examination. Failure to comply with this undertaking shall not bind the teacher to serve the school for the stipulated period and the Director may, in that event, direct the Managing Committee of the School to release such a deputed teacher from the services of the School so that he/she may serve any other school recognised by the Board.

Date.......................... — *(Signature of the Headmaster/Headmistress/ Secretary (in full)*

APPLICATION FORM

From.......................... — Date..........................

To: The Director of Public Instruction West Bengal.
(Through the Secretary to the Managing Committee of the School)

Re: Deputation to B.T./P.T./Home Science/P.G.B.T. Course/Sr.B.T.Course Training during the Session.............................

Dear Sir,

I beg to apply to you for kindly sanctioning my deputation to........ College for undergoing B.T.Training/Training in Physical Education/Training in Home Science/P.G.B.T. Course/Senior Basic Training Course. Necessary papers listed below are enclosed as required by you.

I shall be much obliged if you kindly grant my deputation.

Yours faithfully,

Seal of the School — Asstt. Teacher/Headmaster/Headmistress,

..........................School.

Address..........................

Enclosure: (1) Form of Particulars,

(2) Managing Committee Resolution recommending deputation

(3) Agreement Form - I & II

FORM OF PARTICULARS

(All column must be filled in)

Name of the School—

Index No —

Aided or Unaided or Receipient of Lump Grant —

Teacher's name in full —

Home Address —

Date of birth (according to Matriculation or S. F. Certificate)—-

Age on 30th June, 19......................... .

Designation —

Date of appointment in this school on a substantive basis—

Date of confirmation —

Present pay : Rs.................... in the scale of Rs.....................

School D.A., if any — Allowances, if any.................

Name of the College where admitted—-

Academic Qualifications.

Year/Class/Subject (s)	Year/Div./Subject (s)
M.A./M.Sc.	I.A./I.Sc.
B.A./B.Sc.	Matric
B.Com.	Other Qualifications

Whether enjoyed deputation allowance previously from the Directorate of Government. If so, the name of the training course with year should be mentioned.

Teaching experience in previous school(s), if any (Names of the schools and period of service with dates of joining and leaving the schools) —

Total number of Instructional Staff (including Headmaster/Headmistress) -

Staff position of School :

Staff position of School :

Nos.	Nos.	Nos.
M.A.,B.T.	M.Sc., B.T.	M.A. (Com.), B.T.
M.A.	M.Sc.	M.A.(Com.)

Nos.	Nos.	Nos.
B.A., B.T.	B.Sc., B.T.	B.Com., B.T.
B.A., (Hons.)	B.A.(Distn).	B.A.(Pass)/B.Com.
B.Sc.(Hons.)	B.Sc.(Distn).	B.Sc. (Pass)
I.A.	I.Sc.	Tritha (Title)
Non-Matric V.M.	Matriculate	Matirc
Dip. in Phy. Edn.	Dip. in Dom. Sc.	

I declare that the statements made above are correct.

(Counter signature of Headmaster/
Headmistress or Secretary)
Seal of the school
Date.........................

Signature of teacher
(in full)

Date:—

GOVERNMENT OF WEST BENGAL
Education Department

No.1652(24) Sc/G

29th April, 1969.

To : The District Inspector of Schools, Calcutta

Sub : Holding of 9-months training course in Physics, Chemistry and Botany at the Institute of Science Education, Burdwan, West Bengal.

I have to state that the last 9-month Training courses in Physics, Chemistry and Botany were held at Institute of Science Education, Burdwan. The object of the Scheme is to raise the standard of Science teaching in Secondary Schools by organising special Training Programme for teachers of Science. The scheme was also to meet to some extent, the shortage of qualified teachers of Science to teach the Elective Science courses in Higher Secondary Classes.

It is also proposed to organise three similar courses in Chemistry, Physics and Botany of 9-months duration at the Institute of Science Education, Burdwan this year. The session is due to begin towards the 1st week of July, 1969. Pass B.Sc. teachers of Higher Secondary Schools with Science Course who offered Physics, Chemistry, Botany or Zoology in their B.Sc. course may be admitted to this training course. They will get full deputation pay during the period of training as admissible under the rules. B.Sc. teachers with distinction or those B.Sc. teachers who secured at least 50% marks in their respective subjects (Physics/Chemistry /Botany or Zoology) in which training is sought, are eligible. The should not be over 35 years of age.

Your are, therefore, requested to send to the Institute of Science Education, Burdwan direct the names of the teachers deputed by the Managing Committees of the schools concerned with necessary particulars in the proforma given below. The list should be sent to the Jt. Secretary, Institute of Science Education, West Bengal, Burdwan by the 15th June, 1969 at the latest. A copy of the letter sent to the

Institute may be endorsed to the Education Directorate for record. Such teachers on successful completion of training will be awarded a Diploma by the Burdwan University and they will get pay scales as admissible to Honours Graduates of a recognised University. The list of teachers should be arranged in order of perference.

In forwarding the names time schedule may please be maintained strictly.

PROFORMA

1. Name and address of the school from which deputed.....
2. Name of the teacher.......
3. Age on 31st May, 1963.....
4. Total period of teaching experience on 31.5.69...
5. Whether the teacher holds substantive appointment in a permanent vacancy, or appointed against a permanent vacancy on probation...
6. Course for which recommended—(Physics/Chemistry/ Botany/ Zoology)...
7. Academic Qualification : Name of the Examination—S.F. or Higher Secondary, I.Sc.(with subjects), Division/Class, year ...
8. The percentage of marks secured in Physics, Chemistry or Zoology in which training is sought...

S.C.Roy
for Director of Public Instruction, West Bengal

GOVERNMENT CIRCULAR
On Teacher Training

No. $\frac{\text{191-Edn(CS)}}{\text{CS/BT-28/70}}$ Dated, Calcutta, the 1st February, 1972.

From : Shri B. Datta, I.A.S.
Deputy Secretary to the Govt. of West Bengal.

To : The Director of Public Instruction, West Bengal.

A large percentage of the teachers employed in the recognised Secondary Schools in the State are untrained. Such untrained teachers are generally not able to discharge their duties as teachers according to the accepted academic standard. Untrained teachers are also not eligible to draw increments in the scale of pay applicable to teachers of secondary schools. The government views this situation with great concern and proposes to take certain measures for ensuring that not only are the untrained teachers given the necessary training but that in future no untrained teacher might be appointed to any school.

The undersigned is directed by order of the Governor to say that in modifica-

tion of Government Order No. 538-Edn.(CS), dated 4th May, 1971 from the next academic session i.e., from 1.1.'72 only 50% of the total seats in any approved postgraduate training college including University B.T.College/B.Ed. Department will be filled up by deputed teachers and the remaining 50% of the approved seats will be filled up by fresh graduates on the basis of admission tests.

50% of the approved seats which will be filled up by deputed teachers should be filled up by those teachers who have rendered five years or more service but less than 10 years as approved teachers. Thereafter if some seats under deputed quota remain vacant those may be filled up by other approved teachers.

This decision will not be applicable to those post-graduate teachers' training colleges where under the existing orders only fresh graduates (not deputed teachers) can be admitted or where as per existing order less than 50% of the seats can be filled up by the deputed teachers. In those B.T. Colleges the existing order should prevail.

2. Since now no school will be allowed to recruit any untrained teacher either against regular vacancy or against deputed vancacy. If the managing committee of any school finds it difficult to get trained teachers in spite of advertisement it should obtain prior approval of the Director of Public Instruction, West Bengal, before appointing any untrained teacher. Director of Public Instruction, West Bengal, may give a school permission to appoint untrained teacher on ad-hoc basis provided he is satisfied on perusal of the report of the managing committee of the school that no trained teacher was available in spite of advertisement. If the authorities of any school violate this provision the appointment of that teacher should not be approved by the Director of Public Instruction, West Bengal, and the school should not be given any amount including dearness allowance or pay contribution for that untrained and unapproved teacher.

As the number of seats for deputed teachers is reduced to 50% there will be a saving towards payment of deputation pay and allowance to teachers under the appropriate head of Education Budget. This amount should not be spent otherwise and this amount is to be spent only for the purpose of introducing part time course for training of untrained teachers who have rendered more than 10 years of service but less than 20 years for meeting that training expenses as well as for giving scales of pay to the teachers who will be eligible for scales of pay after training.

All B. T. Colleges and all Secondary schools including Junior High School should be informed of this decision of the Government by the Second week of February 1972 so that all the school and B. T. Colleges can act accordingly.

Sd/-B. Datta
Deputy Secretary
to the Government of West Bengal.

GOVERNMENT OF WEST BENGAL
EXPRESS

No.228/1(16)Sc/G Calcutta, the 7th February, 1972.

Copy forwarded to the District Inspectors of schools in charge of Secondary

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Comment : Due to flaw of *rules* against item No.2 of the above circular, untrained teachers are getting chances of appointment against regular vacancies for the tricks and motivated interest of the Managing Committee or even by the Administrator under the influence of motivated interest. —*Editor*

Education, for information and guidance. A copy of the Govt. Order should immediately be communicated to the Secretaries of all Non-Govt. Secondary Schools including High and Junior Madrasahs under his/her Jurisdiction. The para (2) of the G.O. is modification of the Education Directorate's Memo No. 93(50)Sc/S dated 6.1.72.

Sd/- S. C.Roy
for Director of Public Instruction
West Bengal.

***Subject : Govt. Order No. 191-Edn.(CS) dated 1.2.72.**

The undersigned has to invite his attention to the Govt. order referred to above in which certain principles were laid down regarding admission of trainees into Training Colleges and filling up of vacant posts of teachers in Secondary Schools.

The undersigned is directed to state that in partial modification of the principles embobied in sub-para 3 of para 1 and sub-para 1 of para 2 of the said Govt. order the following principles are laid down for observance by the Training Colleges and the Secondary Schools :

50 per cent of the approved seats which will be filled up by deputed teachers should be filled up by those teachers who have rendered at least one years's service as approved teacher.

While filling up posts of teachers against a regular vacancy or against a vacancy caused by deputation of the regular incumbents, preference should be given to trained teachers.

Sd/- N. R. Kar.
Director of Public Instruction
West Bengal.

GOVERNMENT OF WEST BENGAL
Education Directorate

Office Memo No.473—A 18th January, 1973.

The normal deputation period for the B.T. or B.Ed. Training for the academic session generally commences every year from 1st July and end on 15th May next year. During the last few years, the said B.T. or B.Ed. Examinations are not being held due to some unavoidable circumstances within the stipulated period mentioned above. Consequently the deputed teachers that without being finally examined by the University are required to come back to their respective schools after the completion of the course (i.e., 15th May every year). But when the said B.T.or B.Ed. final Examination is held afterwards at a later date, they (deputed teachers) are again required to leave the school to sit for the examination.

Comment : *In almost all Training Colleges, 50% of the seats have been kept reserved for freshers. In this state there are a few Training Colleges for freshers only. As a result a good number of trained hands are coming out as finished products from the Training Colleges. But where is the scope of their services in the educational institutions ? Duties of the training Colleges end in the task of imparting training only. They have no responsibility in seeing their trained students employed anywhere. Management of the Educational Institutions are well aware of the tricks as to how to avoid the trained candidates, but to pick up the untrained candidates of their own. This is more rampant in the rural area schools. —Editor

In consideration of the facts stated above, this Directorate considers it necessary to allow these teachers to remain away from the school to sit for the said B.T. or B.Ed. Examination and to treat them as if they are on duty during their absence from school. The period of absence on the above account may include 7 days for preparation and going to the Examination Centre, plus the number of days required for the examination and return therefrom. But the period of absence from the school in this account must not exceed 30 days in all.

In issuing this order there is no financial commitment.*

Sd/- N.R. Kar
Director of Public Instruction,
West Bengal.

GOVERNMENT ORDER
Education Department
C.S. Branch

No. 869-Edn(CS) / St-3/72/73 — Dated Calcutta, the 11th June, 1974.

RESOLUTION

During the last two decades or so many Secondary Schools appointed untrained teachers owing to non-availability of suitable candidates with B.T. or B.Ed. degree. As a result the percentage of untrained teachers in Secondary Schools of West Bengal gradually increased and it is about 60% at present.

For some time past Government has been considering how to train up the untrained teachers of Secondary Schools so that they can improve the standard of teaching and at the same time earn increments in respective scales of pay.

After careful consideration Government decided to introduce a part-time evening B.Ed. Course for the benefit of untrained teachers serving in Secondary Schools.

The Universities of Burdwan and North Bengal approved of the scheme and a number of part-time evening B.Ed. Centres falling within the territorial jurisdiction of these two universities have been started. The University of Calcutta has not agreed to the scheme.

After due consideration Government has decided to set up a Board for conducting a part-time evening Teachers' Training Course and to entrust the Board with the control of the evening Teachers' Training Centres to be started in the areas mentioned in Annexure II. These Teachers' Training Centres will be run on the same lines and on similar terms and conditions as the evening B.Ed. Training Centres falling within the territorial jurisdiction of Burdwan and North Bengal Universities. Details of the Scheme are given in Annexure - I.

Comment : * It has become almost a common practice with training colleges to hold B.T./B.Ed. Examination within stipulated date or time. The University of Calcutta has made a record in this matter. Thus the Examinations are held even after a year or two. So the trainees are required to join on the expiry of the training course. The B.Ed. Directorate has rightly prescribed the leave of absence for one month. But what about the condition of students for a month ? —Editor.

The Governor is, therefore, pleased to constitute a Board for the part-time evening Teachers' Training Course with the following persons :-

1.	Minister-in-charge of Education, West Bengal.	Chairman
2.	Director of Public Instruction, West Bengal	Deputy Chairman
3.	Head of the Department of Education Kalyani University	Member
4.	Principal, Jadavpur College of Education	Member
5.	Principle, Benoy Bhawan, Santiniketan	Member
6.	Principal, David Hare Training College, Calcutta.	Member
7.	Principal, Institute of Education for Women, Alipore.	Member
8.	Deputy Director of Public Instruction (Secondary Education)	Member
9.	Deputy Director of Public Instruction (Training)	Member
10.	Deputy Director of Public Instruction (Anglo-Indian Schools)	Member
11.	Deputy Director of Public Instruction (Women's Education)	Member
12.	Deputy Director of Public Instruction in charge of Part Time Evening B.Ed. Training Programme	Member Secretary.

The State Evaluation officer will act as the non-member Assistant Secretary of the Board.

On the recommendation of the Board the Government may nominate any other eminent educationist as a member of the Board.

2. The Board will have the following powers and functions :

(a) The Board will select the institutions and with the prior concurrence of the Government may permit them to run the part-time course of 18 months' duration.

(b) It will have the power to withdraw such permission given to an institution.

(c) It will have the power to give directions in all academic matters (theoretical as well as practical) to the training centres. The members of the Board of any officer authorised by the Board will have the power to visit the institutions where the Training course will be introduced and inspect all books of accounts and other relevant documents and, after such inspection, pass such directions as may be considered necessary.

(d) Prior approval of the Board will be necessary for authority of each training centre to give appointments to part-time lectures and other part-time staff.

(e) The Board will frame syllabi for the training course.

(f) The Board will conduct an examination after each training course of 18 month's duration. It will formulate its own procedure in respect of all matters relating to such examination centres, fixation of dates of examination, fixation of examination fees payable by the candidates, appointment of of paper-setters, examiners etc.

(g) The Board will award a diploma to succcessful candidates at these examinations.

(h) The Board will have power to appoint standing committees, study groups and sub-committees for various branches of study and to implement their recommendations.

The Governor is pleased further to direct that the diploma awarded by this Board shall be treated as equivalent to a B.T./B.Ed. degree for the purpose of drawal of increment by the serving teachers of secondary schools in their respective scales of pay in terms of Memo No. 666-F, dated 1.3.71 of the Finance (audit) Department.

ORDER

Ordered that the resolution be published in the Calcutta Gazette and copies thereof forwarded to the Chairman and members of the Board.

By Order of the Governor
Sd/- D.K.Gupta
Secretary Education Department

GOVERNMENT OF WEST BENGAL
Office of the District Inspector of Schools,
Secondary Education, Calcutta

Memo : 955(4)M 12th November,1977.

Sub: Six months Correspondence Cum fifteen days contact course for High School Teachers (orientation of teachers for Ten-Years schooling) at Regional College of Education, Bhubaneswar.

I beg to send herewith a few copies of blank forms on the above subject and also to state that next Correspondance-cum-Contact course will commence from January, 1978.

Teachers desirous of taking advantage of this course may be requested to submit the application form, duly filled in, to this office at an early date. Detailed information may be had from this office.

Awaiting favour of your active co-operation.

Sd/- Illegible
District Inspector of Schools,
Secondary Education, Calcutta.

Comment : * The scheme was taken up by opening of Evening B.Ed. classes in some Educational Institutions where there were qualified teaching staff for teaching relevant subjects. The scheme rolled on for a few years till it was virulently opposed by the Training Colleges for wanting of candidates for B.T./B.Ed. courses. The Educational Department could not stick to the logic put forwarded by the Training Colleges on the ground of incomplete training. The Education Department awarded Dip. in Education equivalent to B.T./B.Ed. degree for the purpose of drawal of increment. But are those Diploma holders entitled to get admission for post- graduate degree in Education in different Universities ? —Editor.

SIX MONTHS CORRESPONDENCE CUM FIFTEEN DAYS CONTACT COURSE FOR HIGH SCHOOL TEACHERS

Orientation of Teachers for Ten-Year Schooling

Note: Teachers who have attended this course in the previous year for a particular subject should not apply.

1. (a) Name of the teacher (in Block Letter) :

   (b) Designation

2. Sex : ... ...

3. Father's / Husband's / Guardian's Name :

4. Permanent (Home) Address (in Block Letters) : Vill.... P.O.... Dist.... Via.... State... Pincode No.....

5. (a) Name & Postal Address of the School in which Teacher is working (in Block Letters) : Vill.... P.O.... Via....

   (b) Government of Private School Dist... State.... P.Code No.....

6. Details of vacation of your school : Dates From...............To................(Total Days...........)

   (a) Summer Vacation :

   (b) Durga Puja Holidays :

   (c) X-mas/Winter Holidays :

7. Educational Qualifications :

Degree	Subject offered	Year
B.A/B.Sc.		
M.A./M.Sc.		
B.Ed./B.T.		
M.Ed.		
Any other		

8. Total Teaching Experience : ......Years.......... Months............ Days............

9. Details of subjects tautht—

Classes	Subject	Years	Months	Days
IX				
X				

10. Have you attended this course previously ?
If so, indicate the subject :

11. Groups & Subjects covered in the C.C. Course.

(a) Physical Sciences Group (Chemistry & Physics)

(b) Biological Sciences (Botany & Zoology)

(c) Hindi (as the Second Language)

(d) English

(e) History & Civics

(f) Economics & Geography

(g) Art & Culture

(h) Mathematics

(Please mention any one group of your preference in which you would like to be enrolled) Group :...............

Date : Signature of the Candidate

IMPORTANT NOTE TO SPONSORING AUTHORITIES:

1. Duration of the Correspondence part of the Course is six-months instruction through correspondence lessons.

2. On successful completion of correspondence part, the candidates will be called in batches for 15 days contact part of this course to the Regional College of Education, Bhubaneswar. The authorities are requested to treat the period of absence of teachers for attending the 15 days Contact course as on duty and they may bear the travelling allowances for the purpose.

3. Free boarding and lodging facilities will be provided to the teachers in the Regional College hostels during the Contract phase of 15 days.

4. Recommending and Sponsoring authorities should affix their signatures and official Rubber Stamps on each and every application.

Forwarded to the Insapector of Schools.......... Circle.

Signature with date & Rubber Stamp of the Headmaster.

Recommended and forwarded to : The Principal, Correspondence Cell, Regional College of Education, Bhabaneswar — 751 007.

Signature with date and Rubber Stamp of the Inspector/District Education Office or any other sponsoring appropriate authority.

WEST BENGAL BOARD OF SECONDARY EDUCATION

Circular No.S.O/301(7500) 22nd August, 1978.

To : The Heads of all recognised Higher/Junior High Schools in West Bengal.

Sub : In-Service short course Training Programme in Physical Education and Geography for the existing teachers of recognised Secondary Schools (High & Junior High) from December, 1978 onwards.

I am directed to inform you that the Board has decided to launch a programme of holding intensive In-service Training Course of three month's duration in Physical Education and Geography. The training course will start from December, 1978. The details of the programme are given below. This is the first phase of the programme. Short course of training, refresher-courses etc., in other subject will also be organised in due course. Priority to Physical Education, Georaphy & Work-Education has been given as it is felt that there is a dearth of trained teachers on these subjects. It is hoped that the management of your school will realise the importance of the Board's Programme of In-service Training and take advantage of the Training Programme in the academic interest of your school. Name of suitable teachers proposed to be deputed may be forwarded to the Board in the prescribed form. Names of teachers propsed by the respective Managing Committees will be enlisted and selection on teachers for admission to the training courses will be made on the basis of priority of the date of receipt of application forms.

I. Three month's Training Course in Physical Education.

It has already been notified in the issue of the 'Parsad Barta' of June, 1978 for information of the authorities of all recognised Secondary Schools that a series of intensive Training Courses in Physical Education of three month's duration will be organised by the Board from 1978 onwards at four different centres of the state for the existing teachers, both men and women of Secondary Schools.

Physical Education has been included as integral part of the curriculum framed under re-organised pattern of secondary education. It is now a compulsory curriculum subject from Classes VI to X. But there is a dearth of trained graduate Physical Education teachers in Secondary Schools. Though some Post-graduate Training Colleges for Physical Education have been set up in the meantime, but the intake capacity of the five P.G. Physical Training Colleges is only 360 per year while the number of Secondary Schools in West Bengal is about 8,000. It will, therefore, take a considerable time before every Secondary School can be supplied with a fully trained graduate Physical Education teacher.

When the revised curriculum was introduced in January, 1974, some voluntary organisations came forward and extended their co- operation in organising short course of training for teachers of Physical Education. The duration of the Courses organised by the voluntary organisations varied from 2 weeks to 4 weeks with varying contents. Those teachers who have under-gone training organised by the voluntary organisations require further training and orientation for carrying on the minimum programme of Physical Education according to the syllabus framed, under the re- organised pattern of secondary education.

The Board, therefore, has taken decision to hold intensive short courses of

training in Physical Education to meet the minimum requirement of the schools as an interim measure. In future, these short-course-trained teachers will be able to assist the fully trained teachers, when available, as one teacher of Physical Education is considered to be inadequate for a School with more than 300 students.

The authorities of the Post-Graduate Training Colleges will also be requested to give preference to the teachers of Physical Education trained under the scheme of the Board in the matter of admission to the full-course of training subject to the fulfilment of other conditions.

The training course will be residential/non-residental or both. The trainees will be treated as on deputation but no substitutes will be allowed in their places. A stipend @ Rs.150/- per month will be paid to the residential trainees and @ Rs. 50/- per month to the day-scholars. Actual T.A.(Second class Railway fare. Bus fare etc.) not exceeding Rs.50/- (for journey both ways) will also be paid. Certificates will be awarded to the trainees at the end of each course on the basis of the assessment made during the course of training.

In the first phase four training centres under this scheme will be set up in the following institutions :

(1) C.D.P.High School, Barsul-Unnayani, P.O.Barsul, Dist. Burdwan ; (2) Amarkanan Deshbandhu High & Secondary Vidyalaya, P.O.Amarkanan, Dist. Bankura ; (3) Siliguri Boy's High School, P.O.Siliguri, Darjeeling ; (4) Post-Graduate Basic Training College, Banipur, P.O.Banipur, Dist. 24 Paraganas.

The first three centres are meant exclusively for men teachers while in the P.G. Basic Training College, Banipur, both men and women teachers will be admitted. Residential accommodation of some women teachers will also be available in the hostel attached to the P.G. Basic Training College, Banipur.

ELIGIBILITY FOR ADMISSION

1. Teachers should be graduates, physically fit and below 35 years of age. They should have an aptitude for, and interest in Physical Education, Games & Sports.

2. Teachers should be permanent or working in permanent vacancies.

3. The age of the teachers having short course training in Physical Education organised by different voluntary organisations and who are in charge of the Physical Education programme of the school may be relaxed by 5 years.

4. Schools having more than 300 students may depute a second teacher even if these schools have fully qualified graduate Physical Education teachers.

Applications in the prescribed form given below duly filled in, will be received by the Special Officer, Physical Education, West Bengal Board of Secondary Education. Selection will be made on the basis of priority of the date of receipt of applications. The first series of Training Courses will start from December, 1978 and there will be three courses of training at a centre in a year.

FORM OF APPLICATION

1. Name of the teacher proposed to be deputed...

2. Name of the Schools, Index No., Status of the School (High or Jr. High)...

3. Whether Boy's, Girl's or Co-educational School...

4, Full Postal address of the School ...

5. Qualification of the teacher proposed to be deputed, professional qualification, if any (i.e. short-course-training under voluntary organisation etc.)...

6. Date of birth... Age on 31.10.78...

7. Whether the teacher takes active interest in the Physical Education Programme of School ...

8. Whether the teacher holds permanent appointment or whether the teacher has been appointed in a permanent vacancy...

Seal of the School — Signature of the
Date....... — Secretary, or Head of the Institution

II. Three months Training Course in Geography

It is also notified that the Board has decided to institute an intensive Training Course in Geography of three months duration for the existing teachers, both men and women of recognised Secondary Schools, as the number of Geography teachers who have offered Geography in their Degree Courses as a combination subject is limited. The short intensive training course in Geography will provide both theoretical and practical training so that the teachers on completion of their training may be able to deal with the subject properly according to the objectives laid down in the syllabus.

This intensive training course is intended for teachers of Secondary Schools appointed in permanent vacancies and who teach Geography. They should preferably be graduate in Science or commerce. Arts Graduates who offered Geography as a method Subject in their B.Ed/B.T. Course or other Arts Graduates who have been teaching Geography, are also eligible. Teacher trainees will be treated as on deputation during the period of their training but no substitutes will be allowed in their places. A stipend @Rs.150/- per month per head will be given during the period of training and actual T.A. not exceeding Rs.50/- (for journey both ways). If the school from which a teacher is deputed, or if a teacher's normal residence is situated within a reasonable distance from the Training Centre, a stipend at Rs.50/- per month per head will be allowed to such a teacher to enable him to attend the training course from his normal residence instead of Rs.150/- per month, provided for those who will have to make separate arrangement for their boarding and lodging.

In the first phase, the following colleges have been selected as the venues of the Training Courses :

(1) Presidency College, Calcutta; (2) Vidyasagar College, Calcutta ; (3) Institute of Education for women, Chandernagar, Hooghly.

In each course of training not more than 60 trainees will be admitted to a centre and three training courses will be arranged at a centre in a year. The Institute of Education for women, Chandernagar, Hooghly is meant exclusively for women teachers. The trainees are required to make their own arrangement for their stay during the period of the training but some seats may be available for women-

teachers at the Institute of Education for women, Chandernagar, Hooghly. The training courses in Geography will commence from December, 1978. Certificates will be awarded to the trainees at the end of each course on the basis of assessment made during the course of training.

Application in the form, given below, from the intending Secondary Schools willing to depute their teachers to the Training Course in Geography may be sent to the Office-in-Special Duty, West Bengal Board of Secondary Education: Selection of teachers will be made on the basis of priority of the date of receipt of applications.

FORM OF APPLICATION

(For admission to the Training Course in Geography)

1. Name of the School, with full postal addrress, Index No., Boys'/Girls'/Co-educational School...
2. Status of the School : (High 4-Class Jr.High/2-Class Jr. High) Board's Memo. No. and Date granting recognition or extension of recognition...
3. Name of the teacher proposed to be deputed...
4. Qualification (Subjects offered in the Degree)...
5. Age on 31.10.1978...
6. If the teacher teaches Geography classes allotted to him/her...
7. Whether the teacher has been appointed in a permanent vacancy and whether his/her appointment has been approved...
8. In case a lady teacher is deputed from a distant school, whether she can arrange for her residential accommodation near the Training Centre, if she is admitted to Presidency College, Calcutta ; Vidyasagar College, Calcutta & The Institute of Education for Women, Chandernager, Hooghly...
9. In case a lady teacher is deputed to the Institute of Education, Chandernagar, Hooghly from a distant School, whether she requires accomodation in the College Hostel...

Seal of the School
Signature of Head of the Institution
Date.......

Signature of Secretary
Date......
A. C. Biswas(Secretary)

GOVERNMENT OF WEST BENGAL

Education Department Higher Secondary Branch

No. 15-Edn(H.S) / 3S-95/79

Dated Calcutta, the 11th March, 1982.

From : Shri B.N. Chatterjee, I.A.S. (Special Secretary to the Govt. of West Bengal)

Comment : Short course training for in-service teachers for Geography and Physical Education are still organised by the Board almost every year with previous notification in Parshad Barta. Heads of the Institutions interested in the scheme may write to the Secretary, Board of Secondary Education for detailed information before the beginning of the session. —Editor.

To : The Director of Secondary Education, West Bengal

Sub : *Deputation of whole-time teachers appointed for the non-Govt. integrated Higher Secondary Schools and Independent Institutions (Classes XI and XII only) for undergoing B.T./B.Ed. Training.*

The undersigned is directed to state that the question of permitting the whole-time untrained teachers appointed for the integrated non-Govt. Higher Secondary Schools and Independent Institution (Class XI & XII only) to undertake training in B.T./B.Ed. has been under consideration of the State Government for some time past.

In terms of G.O.No.372-Edn(B), dated the 31st July, 1981 it has since been laid down that all existing teachers of State Govt. Sponsored or Aided Secondary Schools upto Class XII standard will be allowed annual increment in the revised scales of pay provided that untrained teachers will have to get themselves trained within 5 (five) years from April, 1981, failing which their increment will be stopped till they get themselves trained.

In the circumstances, it has been decided that the untrained teachers appointed for the non-Govt. Integrated Higher Secondary Schools and Independent Institutions (Classes XI & XII only) will be eligible for undergoing B.T./B.Ed. training.*

Necessary instructions may please be issued immediately to all concerned.

Sd/- B.N.Chatterjee
Special Secretary.

GOVERNMENT OF WEST BENGAL
Education Department
C.S.(Trang.) Branch*

No. 1058-Edn.(CS) Dated Calcutta, the 20th June, 1983.

From : Shri S.Ghosh,
Deputy Secretary to the Govt. of West Bengal.

To : The Director of Public Instruction, West Bengal.

Sub : *Age limit for admission to B.T./B.Ed. Course of serving untrained teachers of the Secondary Schools upto Class XII Standard in West Bengal.*

The undersigned is directed to say that the question of relaxing the upper age limit for admission to the B.T./B.Ed. Course of the serving untrained teachers of the Secondary Schools upto Class-XII standard in West Bengal had been engaging the attention of Government for some time past. After careful consideration, the undersigned is directed by order of the Governor to say that the Governor has been pleased to order in relaxation of all previous orders relating to the upper age limit in this connection that hence forward shall be no uper age limit in the matter of admission of the in-service untrained of the Secondary Schools upto Class-XII standard in West Bengal to the B.T./B.Ed. conducted by the Teachers' Training Colleges/Teachers' Training Departments of in West Bengal.

Sd/- S. Ghosh (Deputy Secretary).

Comment : * Untrained teachers appointed for Higher Secondary Section of the Class XI- XII institutions would be required to undergo B.T./B.Ed training in order to derive the incremental benefit within the period of five years. —Editor.

GOVERNMENT OF WEST BENGAL
Education Department
C.S. Branch

No. 297-Edn(CS) / 14A-6/83 Pt. Calcutta, the 26th Feb. 1985.

From : Shri R. Chowdhury,
Deputy Secretary to the Govt. of West Bengal.

To : The Director of Public Instruction, West Bengal.

Sub : Norms regarding admission of deputed teacher candidates to the B.Ed.Course of the Teachers' Training Colleges/Departments in West Bengal.

The undersigned is directed by order of the Governor to say that in modification of G. O. No. 1368-Edn(CS) dt. 27.6.73, the Governor is pleased to direct that the following norms be observed in the matter of selection of deputed teacher candidiates for admission to the B.Ed. Course of Teachers' Training Colleges/Departments in the State from the academic session 1985-86.

(1) Selection of deputed teacher candidates should be made on the basis of their length of approved service in Secondary Schools ;

(2) When the lengths of approved service be the same, priority should be given to those with post-graduate qualification and then to the Honours graduates over others, as laid down in G. O. No. 1368- Edn(CS) dt. 27.6.73 ;

(3) When the lengths of approved service and qualifications be the same, priority should be determined on the basis of average of the precentage of marks secured in different examinations starting from the Madhyamik Examination or its equivlent*

Sd/- R. Chowdhury
Deputy Secretary.

GOVERNMENT OF WEST BENGAL
Education Department
C.S.(Trg) Branch

No. 618 / 8T-5/85 Calcutta, the 16th May, 1985.

From : Shri H. P. Ganguly,
Assistant Secretary to the Govt. of West Bengal

To : The General Secretary,
All Bengal Teachers' Association

Sub : Admission of deputed teacher-trainees to the B.Ed. Course.

Sir,

I am directed to refer to your letter No. 921 dated 25.2.85 on the subject mentioned above addressed to the Chief Minister, West Bengal and to say that according to the fresh norm laid down the deputed teacher-trainees should be admitted to the B.Ed. Course on the basis of their length of approved service. This

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Comment : * Previously, there was an age bar for admission into the Training Colleges for B.T/B.Ed. Course. Now the bar has been withdrawn under above reference. —Editor.

norm will be effective from 1985-86 academic session.*

Yours faithfully,
Sd/- H. Ganguly, (Assistant Secretary).

GOVERNMENT OF WEST BENGAL
Directorate of School Education

Memo No.2550(17)-Sc/S Dt. Calcutta, the 10th November, 1986.

From : The Director of School Education, West Ben gal

Sub : Participation in the training programme for teaching English in Secondary Schools.

The undersigned has to inform him that the West Bengal Board of Secondary Education has arranged for training course in each district to make the teachers well-acquainted with the new method and the new syllabus for English and as such Training Approach Commissions have been set up in each district to organise such programme in the 2nd phase.

Under the circumstances he is requested to issue instruction to all heads of institutions under his jurisdiction to contact Training Approach Committee of his district with a view to taking necessary steps to make at least one teacher of each secondary school well-equipped with new method and syllabus of English in the 2nd phase.

The expenditure towards actual expenses for attending the Training Course from the school concerned and back alongwith meal charges be met out of the Development Fund of the school, considering the interest of the students.

Sd/- J.Sengupta
for Director of School Education (West Bengal).

GOVERNMENT OF WEST BENGAL
Education Department (*Secondary Branch*)

No. $\frac{577-\text{Edn.(S)}}{60-18/87}$ Dated Calcutta, the 20th May, 1988.

From : Deputy Secretary to the Government of West Bengal.

Sub : Diploma in Teachers' Training awarded by the Board for Part-Time Evening Teacher's Training Course.

Ref : D.S.E., W.B.'s Memo No.2080-GA dated 28.10.87.

The undersigned is directed to say that the Teachers' Training Diploma awarded by the Board for Part-time Evening Teachers' Training Course, constituted in terms of G.O. No. 869-Edn (CS) dated 11.6.74 cannot be treated as equivalent to a B.T./B.Ed Degree for the purpose of appointment of Assistant Headmaster/ Assistant Headmistress or Headmaster/Headmistress in Secondary Schools .

All concerned may please be informed accordingly.

Sd/- Illegible (Deputy Secretary.)

Comment : * An educational institutions may depute not more than two candidates at a time for B.T./B.Ed. training in the colleges. But the selection must be made according to criterion cited above.

Comment : * Length of approved Service's shall count the period of approved service in the previous schools plus the period in the present one. —Editor.

17 GUIDANCE AND SERVICE

BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No.15/58 Dated 27.6.58.

From : The Secretary

To : Heads of all Recognised High Schools

Sub : Introduction of Cumulative Record Card and Objective Test in Schools.

The Secondary Education Comission in their report have made important suggestions regarding the reform of the existing education system and evaluation of the progress and attainment of the pupils. According to the Commission, the examination, as at present conducted "do not help us to evaluate correctly even the intellectual attainment of the pupils". The Commission, therefore recommended that :

(i) "A proper system of school record should be maintained for every pupil indicating the work done by him in the school from day to day, month to month, term to term, and year to year. Such a school record will present a clear and continuous statement of the attainments of the child in different intellectual persuits throughout the successive stages of his education."

(ii) "The element of subjectivity in the essay type tests should be minimised by introducing objective tests and also by changing the type of questions."

The All India Council for Secondary Education examined these suggestions further and organised All India Seminars at Baroda, Bhopal and New Delhi to go deeply into the Problem and devise remedial measures. Recommendations of the Seminar have been forwarded to all State Boards of Secondary Education for consideration.

This Board had the recommendations examined by an Expert Committee. It feels that though some of the measures will require time to implement, there are some which may, with profit be introduced in schools without delay.

It, therefore, requests the Heads of all recognised High Schools to take steps for the introduction of -

(i) Cumulative Record Cards in Class VI & IX from the beginning of the ensuing school session,
and

(ii) Objective type of tests and short answer type of questions in school examinations in all classes upto IX from the beginning of the ensuing session and in Class X in the session following (i.e.1959).

The Board proposes to introduce the Objective Tests at the School Final Examination from a date to be announced later. About 20 to 25 per cent marks will be set side for such tests. Without familiarity with this type of tests students may find it difficult to answer the questions. It is, therefore, strongly recommended that such tests form a part of all school examinations, periodical and annual.

Notes on the maintenance of Cumulative Record Cards and preparation of

Objective Tests are enclosed.

The Board is also compiling a handbook on Objective Tests with sample questions in different subjects for different classes to give concrete guidance in the field. In the case of any difficulty in the construction of Objective Tests or the maintenance of Cumulative Record Cards, the Bureau of Educational & Phychological Research, David Hare Training College, 25/3, Ballygunge Circular Road, Calcutta 700 019, may be consulted.

D.P.Roy Choudhury
Secretary

Note on the Maintenance of Cumulative Record Card

A. General Directions

A printed copy of the Cumulative Record Card to be used in school is enclosed. It is to be had of the Sree Kali Press. 65 & 67, Sitaram Ghosh Street, Calcutta 700 009, on payment at Rs. 10.69 *plus* Sales Tax per hundred Cards. The Card has been prepared in collaboration with the Bureau of Education & Psychological Research. David Hare Training College, 25/3, Ballygunge Circular Road, Calcutta-19. It may be taken to contain the minimum essential records that should be maintained by every school. Schools may add to them if they like. But the scales for evaluation and the manner of keeping records as suggested should not be changed.

B. Nature of the Card and its use

1. Cumulative Record Card should be distinguished from School Progress Report. Unlike the latter it is not to be sent to parents or guardians as a matter of course.

2. Cumulative Records Card is a confidential document maintained by the school, containing comprehensive information about the pupil, to be utilised for his education. Parents may be allowed access to it on special request or when it is felt that they have to be taken into confidence for the sake of the child.

3. The term 'cumulative' has been prefixed to the Record Card, becuase record of the pupil in regard to particular aspect (e.g.attainment in English) is maintained on cumulative principle *i.e.* successive measurements of the pupil in regard to the aspect are placed one against the other so as to yield as complete a picture as possible of the pupil in regard to the aspect in question. Every teacher is expected to keep a note book in which he will note from time to time anything of interest about the pupil.

4. An authorised copy of the Cumulative Record Card (or a copy of its relevant section, e.g. marks on such core subjects which are dropped before the Higher Secondary Examination) may be sent to the Board of Secondary Education when asked for.

5. An authorised copy of the Record Card may be sent to the School to which the pupil has been transferred.

6. The School should put the Record Card to the following uses: (a) Deciding promotion of pupils to the next higher grade, (b) Taking special measures in regard to improving the health, educational attainments, personality developments, etc. of the pupils when needed, (c) Helping pupils in the courses and careers (when the pupils may decided to seek employment after leaving school). In short, the Cumulative Record Card is most comprehensive and dependable record about the pupil, which has to be referred to in making any decision about the pupil.

C. Maintenance of the Record Card

1. The enclosed model Record Card has provision for maintaining pupils' record for three years—one Record Card should be introduced at Class VI and should run upto Class VIII; a fresh one has to be introduced at Class IX and should run for the rest of the school years.

2. The class teacher (or any other teacher who may have the best familiarity with the classes) may maintain the Record Card. Specialist help may be sought from trained Teacher Counsellors (in schools where there is one) who under the supervision of the Headmaster may organize the work.

3. The Record Card contains instructions for making entries ; the following hints may be of further help.

I. *Health Record* : Schools having qualified Medical Officers may maintain a separate health report which may be kept with the Record Card.

It may be noted that what is rated under this head is the *Health* of the pupil and not his *Physique*.

II. Co-curricular Activities : It is needless to say that the Class Teacher may not usually be the best judge of the activities. The teacher or teachers who may be in charge of a particular activity should rate the pupils on it, and make the ratings available to the class teacher for entry into the Record Card. The teacher or teachers in charge should rate the pupils at least twice a year and then give a final rating for entry into the Record Card. (In case more than one teacher are involved in ratings on a particular activity they should sit together and come to an agreed decision as to the final rating). If there is no scope for a particular kind of activity in a school, the pupils may not be rated on it.

III. *Interests :* The same remarks apply to ratings under this head. It may be noted that development of interests and aptitudes of pupils through appropriate activities is considered vital in education. This has become more important after the diversification of courses. It is desirable that schools should gradually introduce appropirate activites through hobby clubs for development of interest and aptitudes of pupils particularly in reference to the course available in it and in the locality, so that dependable information under the head 'Interest' in the Record Card may be available. A few activities indicative of interests in different fields are tabulated below to help the rating of interests. The list should by no means be taken as exhaustive.

Linguistic : Participates in debate meetings, in literary gatherings. Has interest in the school journal, Reads literary books Enjoys writings prose and/or poetry.

Scientific : Handles scientific apparatus. Reads literature on Science. Enjoys little scientific experiments. Desires to know about things around.

Technical : Works with machines and tools. Has interest in repairing things, in visiting industrial centres and large machine installations. Enjoy craft work.

Artistic : Draws and/or paints. Enjoys artistic handicraft work. Has interest in photography, in visiting picture exhibitions. Reads writings on fine arts.

Musicals : Has interest in instrumental and/or vocal music, in dancing. Handles musical instruments. Attends musical concerts, etc. Reads literature on music and dancing.

Agricultural : Has interest in plants and vegetables, in animals, in gardening. Reads literature on agriculture. Visits agricultural shows, etc.

Commercial : Has interest in keeping accounts at home or at school. Reads literature on the trade and commerce. Interested in knowing market prices. Enjoys marketing.

Household Work and Management : Interest in cooking, laundry, nursing, needle work, house arrangement and decoration and in children.

IV.Personality Traits : Greatest care has to be taken in rating personality traits. One difficulty in rating personality trials is that they may manifest differently under different situations. For example pupil who is perservering in History class may not be so in Arithmetic class ; again one manifesting self-confidence is games may not manifest the same trait in class room work. Hence, to make the rating of personality traits dependable, teachers who may have opportunities to observe the pupil under different situations, should rate him. There should be at least two ratings in a year. After every rating the raters should sit together to give a single agreed rating. At the end of the year, there should be another meeting of the rater to give the final agreed rating. Descriptions of the the personality traits to be rated scale-wise in terms of behaviours are given below in the expectation that they would be helpful to teachers.

Description of the Personality Traits (to be rated) Scale-wise in Terms of Behaviours.

	Above average	Average	Below average
Initiative	...Usually does thing of his own accord; does not wait for others' instructions.	Only occasionally does things of his own accord ; almost always waits for others' instructions.	Never does things of his own accord; always waits for others' instructions.
Industry	...Very hardworking; works in spite of difficulties.	Moderately hardworking. Does not usually work in the face of difficulties.	Lazy, would at once give up in the face of difficulties.
Responsibility	...Absolutely dependable in trying circumstances. Shoulders responsibility of own accord.	Dependable in ordinary circumsatances. Does not shirk responsibility.	Not dependable, Shirks reponsibility.

Co-operativeness	...Always eager to lend a helping hand without being obtrusive : enjoys working with others.	Sometimes lends a helping hand to others without being obtrusive. Does not dislike working with others.	Does not lend a helping hand to others; does not like to work with others.
Emotional Balance	...Never gives way to extreme emotions; always cool and composed ; always has a buoyancy of spirit.	Sometimes gives way to extreme emotions ; not always cool and composed : does not always have a buoyanncy of spirit.	Easily gives way to extreme emotions; always restless and disturbed; does not have a buoyancy of spirit.
Self-confidence	...Relies on own judgement and power; always faces new problems boldly.	Cannot always rely on own judgement and power; cannot always face new problems boldly.	Cannot rely on own judgement and power; cannot face new problems boldly.
Work-Habits	...Always systematic and correct in work; has developed a 'style' of his own.	Not always neat, systematic and correct. Has not quite succeeded in developing a 'style' of his own.	Not neat, systematic and correct. Has no 'style' of his own.

V. *Course Recommended :* It may be noted that this is the recommendation of the class-teacher only (or of the teacher who was been entrusted with the work of maintaining the Record Card) and is not a final decision about the pupil. Other opinions have to be consulted and other factors have to be considered before the school can give its decision in regard to the matter.

Note on the Constructions of Ad-Hoc Objective Test of Attainment

Objective tests of attainment may be ad-hoc (teacher-made) or standardised. For periodical or annual assessment, ad-hoc tests may be used. Steps for constructing such tests are indicated below :

Step. I. Write down specifically (in points) what you intend to test.

Examples : (a) Language : (1) Knowledge of vocabulary, (2) Capacity to comprehend written expressions. (3) Capacity to express ideas in writing correctly. (4) Capacity to appreciate materials read.

(b) *History :* (1) Knowledge of facts, political, economical, social and cultural

(2) Capacity to understand cause and effect relationships between historical events - historical reasoning. (3) Knowledge of sequence in historical events. (4) Appreciating contributions of historical personalities (5) Knowledge of the location of historical places.

(c) *Arithmetic :* (1) Knowledge of and skill in doing process sums (2) Skill in doing reasoning sums, (3) Speed and accuracy in calculation.

N.B - (1) The above analysis is only illustrative and not comprehensive.

(2) To make analysis objective, 4 or 5 teachers of the subject may be requested to write down the objectives independently ; objectives for the test may be compiled from them. In the absence of opportunities to consult other teachers, the subject-teacher may write down the objectives himself.

(3) Objectives for any examination would depend upon what and how the teacher has taught. They may also vary from class to class. For example, in tests of language and to understand cause and effect relationships respectively may not be taken as objectives.

Step II. Give weightage to the objectives tabulated, in terms of marks and of time, *i.e.* distribute the total mark (20 or 25) and the total time (35 to 45 minutes) at your disposal to the objectives you have tabulated, in order of their importance. It is not expected that your weightings will be accurate at the beginning. With some experience you will be nearner the mark.

N.B.— The weightings may also be given on a relatively objective basis by requesting 4 to 5 teachers of the subject to do the work independently (average of the weightings given by them to any objective may be taken as the final weighting for it).

Step III (1) Consider the area on which the paper may be set (whatever may have been declared as the course for the examination) and write down under each objective, the topics on which you want to set questions.

(2) Obviously questions cannot be asked on everything taught. Selection has to be made in reference to the time at disposal for answer. Select the topics according to the following principles :

(a) Their importance in reference to the general objective for teaching the subject. (b) Their distribution over the different areas of the course. (c) Each topic should be a related whole (*e.g.* the three battles of Panipath constitute a single topic, "the Mughal power in India at different stages" should be taken together in setting questions. The example given below on selection of topics for History Examinations in Class VIII, should further clarify the point).

Example :

Let us consider the problems of selection of topics for History Examination in Class VIII. Imagine that the course is Mughal period. Of the different objectives for history examination (indicated before), let us take only one for this illustration (testing knowledge of political facts); of the total time available for examination (probably 45 minutes), imagine we have only 12 minutes at our disposal for testing knowledge of political facts (Mughal period). The Following topics may be selected for construction of tests :

The three battles of Panipath. Shershah's attempts to over-throw the Mughal

Power. Akbar's policy for empire building and his conquests. Additions to the empire during the reigns of Jehangir, Sahjehan and Aurangzeb. Growth of Mahratta power under Shivaji. Mahratta power from the death of Shivaji till the 3rd battle of Panipath. Relations with Sikhs.

Step IV. *Construct the Test. General considerations in constructing such texts.*

I. To make the questions objective in scoring, there should be only *one* correct answer to a question — marks awarded would be either full or zero.

II. To make questions objective from the point of view of the examinee — if the examinee knows the answer, he should not have any doubt as to the correct answer.

III. It is not necessary that in a paper there should be questions on all the different types of devices which have been developed for making tests objective (True-Flase, Multiple-Choice etc.). Certain types of devices may be better suited as asking question on certain types to topics, and only these may be utilized for them.

Different Devices for Making Questions Objective

1. **True-False Test :** Certain statements are made of which some are true and some are false. The examinees are asked to check the correct statements.

Put ticks (✓) against the statements you consider correct and crosses (×) against those you consider incorrect:-

(a) Abolition of Zizia and Poll tax by Akbar impoverished the treasury and paved the way for the downfall of the Mughal Empire.

(b) Akbar's good treatment of the Hindus stabilised the Mughal Power.

(c) Akbar's marriage relations with the Hindus were undiplomatic.

(d) In modern India, we have accepted the theory of Indian nationhood as developed by Akbar.

Suggestions for use :

1. **May be used sparingly.** 2. Attempt should be made to graduate the difficulty of the questions (suited to the class) by making the difference between right and wrong answers subtler. 3. Marks should be given according to right-wrong principle.

2. **Multiple-Choice:** From a number of answers of alternatives the examinees are to find the eight answer or alternative to a question or statement.

Example I. Underline the correct answer :—

Alberuni was the courtier of Sabuktagin, Iltutmis, Sultan Mahmud, Kutubuddin.

Observations : It may be considered an improvement on true-false tests—it reduces the possibility of scoring by guessing.

Example II. Underline those which you consider to be the causes of the fall the Mughal Empire :—

Akbar's placating the Hindus, Shahjehan's lavish expenditure, Rise of Shivaji, Aurangazeb's bigoted policy, Weakness of the successors of Aurangazeb, Degeneration of Mughal Army.

Observations : It increases the difficulty of the question and economises time.

3. **Matching**: Two lists are made at random order and an item of one list is to be matched with the appropriate item in the other list.

Example I: Match each name in the left-hand column with appropriate word from the right-hand column. Indicate the word by putting the appropriate number in the blanks provided :—

Bernier	(1)	Ain-i-Akbari
Panipath	(2)	Memoirs
Abul-Fazal	(3)	Battlefield
Babur	(4)	Traveller
	(5)	Minister

Example II: Place the words given below under appropriate heads given about by writing the number prefixed to each word:

Battles. Conquests. Revenue. Sources. Reforms.

Words

(1) Samughar, (2) Chitore, (3) Haldighat, (4) Post on horse-back, (5) Kabuliyat and Patta, (6) Zizia, (7) Malwa, (8) Chauth.

Observations : This device increases the difficulty of matching tests and are particularly suitable to higher classes. It also economises the time for the rest.

4. **Filling in the Blanks:** Teachers are used to setting such questions. The difficulty of the question can be increased and economy of time can be secured by increasing the number of blanks in a sentence. The possibility of having more than one correct answer may be reduced by providing alternative out of which words or phrases may be selected for filling in the blank.

Example : Fill in the blanks with appropriate words (from historical point of view) chosen from the list inside the brackets :-

Babar....the Mughal Empire, Akbar.....it and Aurangazeb paved the way for its ...... (beautified, fought, for, founded, downfall, prosperity, considered).

Special care should be taken in regard to the following :

1. Direction to every question must be clear and unambiguous, all possibility of having more than one correct answer must be precluded. If the scoring key is prepared alongwith the questions this possiblity is somewhat counteracted. The question may also be submitted to other teachers or tried out on other pupils of the same grade (if possible) to guard against the above possiblity.

2. The time for the test should be carefully determined (neither too short not too long). If the teacher writes down the time for every question in the test (this record may be rubbed later) even from his own estimate he may not be very wrong. With experience he will be able to adjust the test to the time. (It is better to have longer tests rather than shorter ones).

3. Difficulty of the question should be upto the standard of the classe for which they are intended. It is often found that objective tests become too easy in higher classes unless special care is taken.

4. Care should be taken so that objective tests do not become mere memory tests.

Concluding remarks :

Objective tests may be utilised in evaluating attainments of pupils in all the fields listed as objectives for evaluation in a subject (though they may have to be supplemented by other kinds of tests). How objective test can be utilised in evaulating attainments of pupls in regard to the different objectives of evaluation listed for history examination will be clear from examples of tests given below :

(1) *Knowledge of facts :*

Underline those which are names of Mughal kings —

Bahadur Shah, Ahmad Sha Durani, Salim, Khasru.

(2) *Knowledge of sequence of historical events :*

A. Write the appropriate date, selected from the column in the right, in the blank space provided against each event in the column in the left.

	Left Column	Right Column
(a)	Fall of Bairamkhan	1582
(b)	Revenue Reforms of Todarmal	1556
(c)	Second Battle of Panipath	1562
(d)	Siege of Chitore	1558
		1575
		1579

B. Indicate the time sequence of the following by putting appropriate number before each (I being placed against the earliest event) :— Revenue reforms of Todarmal, Promulgation of Din-ilahi, Marriage with the princes of Ambar, Battle of Haldighat.

(3) *Capacity to understand cause and effect relationships between historical events:*

Underline those you consider to have significantly contributed to the fall of the Mughal Empire — leaving the administration to Nurjahan by Jehangir, Babar's early death, Corruption and luxury among the Mughals, Shershah's efforts to overthrow the Mughals, Shahjehan's lavish expenditure. Appointment of Hindus to high posts by Akbar, Aurangzeb's religious fanaticism.

(4) *Appreciation of the contribution of historical personalities :*

Fill in the blanks from words given below :

Akbar's separation of ..... from religion indicated his ......His dream of an Indian.....uniting ..... and ..... is still to be realised.

Words :- Leadership, Hindus, Statemanship, Muslims, Sword, Nation,Despotism.

Knowledge of the location of places of historical happenings :

(a) Fill in the blank against each name in the right column selecting appropriate names from those given in the left column:

Left Column	Right Column	New Name
South Bihar	Old Name	—
Punjab	Harappa	—
Malwa	Mahenjo daro	—
Delhi	Magadha	
Sindh		

(b) Indicate the places in the enclosed map.

BOARD OF SECONDARY EDUCATION
CUMULATIVE SCHOOL RECORD

Confidential Junior/Senior High School Stage

Introduced on..................................

Class..

Name and Address of School (General Data)..

Name of Pupil..Boy/Girl
(Surname first)

Date of birth...(year)(month)(day)

Father's /Guardian's name..

Address ....
(Any change to be noted)

Admission Register No. :— Date of entry :—

Transferred to :— Date :—

Transferred from :— Date :—

(All entries in this school record are to be made once, at the end of each academic year)

1. Health Record

	General health rating	*Any physical defect*	*Serious illness*	*Any Special remark*
19.......				
19.......				
19.......				

2. Position of Responsibility held in School and Awards etc., Obtained*

19.......

19.......

19.......

*A position of responsibility means a postition like that of a monitor, a captain etc., and awards include prizes, stipends, scholarship, etc.

3. Interest*

			19...			19...			19...	
	Categories	Marked	Average	Poor	Marked	Average	Poor	Marked	Average	Poor
(i)	Linguistic	...								
(ii)	Scientific	...								
(iii)	Technical	...								
(iv)	Artistic	...								
(v)	Musical	...								
(vi)	Agricultural	...								
(vii)	Commercial	...								
(viii)	Interest in house-hold work and management	...								
(ix)	Any other noted interest	...								

***Rate the pupil's interests on a three-point scale and check (✓) in the appropriate column. Do not rate an interest for which there is no opportunity of manifestation in school.**

4. School Achievement

		19...	Class		19...	Class	19...	Class		
Groups	Subjects (name the specific subjects in each group)	Average marks in per cent. obtained in periodical and annual examinations*	Rank in each subject. No. in Class.	Remarks	Average marks in per cent. obtained in periodical and annual examinations*	Rank in each subject No. in class	Remarks	Average mark in per cent. obtained in periodical and annual examinations*	Rank in each subject. No. in class	Remarks
Language and Literature	...									
Mathematics	...									
Social Studies	...									
Science	...									
Arts	...									
Crafts	...									
Music	...									
Physical Education	...									
Practical	...									
Other Subjects	...									

** Give the average of marks of only those examinations in which the pupil has actually appeared. In case the pupil had been absent from any examination, note it under the head "Remarks"*

5. Co-Curricular Activities*

		19...			19...			19...		
	Groups	Above average	Average	Below average	Above average	Average	Below average	Above average	Average	Below average
(i)	Games and Sports	—								
(ii)	Intellectual and literary	—								
(iii)	Recreational	—								
(iv)	Social Service	—								
(v)	Others (N.C.C. Scouting etc.)	—								

**Rate the pupil for each group of activities on a three-point scale and check(✓) in the appropriate column.*

6. Personality*

		19...			19...			19...		
	Traits	Above average	Average	Below average	Above average	Average	Below average	Above average	Average	Below average
(i)	Initiative									
(ii)	Industry									
(iii)	Responsibility									
(iv)	Co-operativeness									
(v)	Emotional balance									
(vi)	Self-confidence									
(vii)	Work-habits									
(viii)	Any other trait									

**Rate the pupil for each trait on a three-point scale and check (✓) in the appropriate column. Consider whether the pupil is systematic, methodical, careful or neat in work.*

7. Other Information

1. State the nature of the behaviour problem, if any, shown by the pupil :

   (19___)..

   (19___)..

   (19___)..

2. Name if the pupil possesses any outstanding skill or disability :

Year	**Skill**	**Disability**
19... ...		
19... ...		
19... ...		

3. What course of the study you recommend for the pupil : General/Scientific/Technical etc.

*4. Briefly state the ground for your recommendation..

*5. What type of vocation you consider most suitable to the pupil..

*6. Briefly state the grounds for your consideration..

*7. Any other information about the pupil that you think relevant for guidance..
....

*To be filled in only at the end of the final year of each school stage, i.e., Junior—VIII, Senior—IX or X.

19... 19... 19...
Signature of the Headmaster/Headmistress

BOARD OF SECONDARY EDUCATION, WEST BENGAL
Circular No.36/58
Dated, the 8th October, 1958
Re: Unauthorised Sale of Cumulative Record Cards

Attention of the Heads of all recognised High Schools in West Bengal is invited to the fact that a certain firm is printing and selling Cumulative Record Cards to Schools without any authority from the Board. *This is irregular all illegal.* The

Board wants to make it clear that these cards should be purchased only from the Sri Kali Press, 65/67, Sitaram Ghosh Street, Calcutta-700 009, as directed in Circular No. 15/58 dated 29.6.58. These cards bear the inscription "Board of Secondary Education, West Bengal", at the bottom of the first page and specimens were sent to all schools alongwith the above circular.

BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No.9/60

From : The Secretary,

To : The Heads of all Class-XI Schools

In the context of our efforts to recognise Secondary Education in contents and methods, the development of school guidance service at least in every Class-XI school has acquired special importance.

It is, therefore, felt that every such school should start School Guidance Service as indicated below:

(1) A School Guidance Committee with the Headmaster as Chairman, three representatives of teachers and three of guardians as members, and the Career Master (Teacher Counsellor) as the Secretary, should be formed.

(2) The activities of this committee should be :

(a) Maintenance of Cumulative Record Card for pupils.

(b) Taking necessary steps (e.g. setting of short answer and objective tests) for improving the reliability and validity of School Assessments.

(c) Development of Hobby Clubs for pupils of Classes VI, VII & VIII (for the present) in terms of studies in the School (in no school, the number of hobby clubs should be less than two) with a view to developing the interests and abilities of pupils.

(d) Dissemination of information on courses and Careers through Bulletin-Boards (School Guidance Corner), Career talks, Excursions, Career conference etc.

(e) Development of parent-teacher association at least for Class VIII.

(f) Administering of Psychological and other tests, and collection of necessary information from different sources about the pupil for the guidance of pupils of Class VIII.

(g) Discussion with individual pupils of Class VIII about the choice of stream on promotion to Class IX and meeting the parents of pupils who are faced with special problems in regard to the choice of stream.

(3) The following points may be noted in regard to the organisation of the work :

(a) The School Guidance Committee shall be responsible for all Guidance work in the School.

(b) The class teacher or the teacher-in-charge of a class should be directly responsible for maintaining Cumulative Record Cards for that class (please

see the note on Cumulative Record Card in Board's Circular No.15/58 dated 27th June, 1958) while other teachers responsible for assessment of the pupils (in the class) under different items (e.g. Interests, Personality etc.) would forward their assessments to the teacher-in-charge.

(c) Teachers, having special education, training and interests in a particular spere should be responsible for running the hobby clubs in that sphere (e.g. the Science teacher in Higher Secondary Classes may be in charge of the Science hobby club).

(d) The Career Master (Teacher-Counsellor) may have direct executive responsibility (subject to the supervision of the School Guidance Committee) for items (d) to (g) in the previous paragraph.

(e) Besides, the above responsibility, the Career Master may also be considered as the "Technical know-how" of items (a) and (c) in the same paragraph.

(f) It may be noted that Guidance-work may not be considered as extra work. It should be organised within the school hours (e.g. for Career talks, hobby club activities etc.) as far as practicable.

As the Career Master (Teacher-Counsellor) is the technical know-how of the School Guidance Service, and as he shall have to bear the major burden of the work, it is felt that 17 of his workly class periods may be substituted by Guidance periods. He should make a time-table for utilising the guidance periods on fortnightly or monthly basis with activities approved by the School Guidance Committee and get prior approval of his time-table by the Headmaster. Usually, his time-table may have the following types of activities :

(a) Assisting the Headmaster in the organisation for the maintenance of Cumulative Record Card (e.g. formation of teams of teachers for assessing groups of pupils under the different heads in the Cumulative Record Card, formal discussion with colleagues on the technicalities of maintaining Cumulative Record Card etc.).

(b) Assisting the Headmaster in the organisation for running the hobby clubs (e.g. suggestion of types of activities for hobby clubs, co-ordinating the activities of the different clubs etc.)

(c) Giving Career talks and organising Career talks by specialists : conducting guidance excursions in co-operation with specialists.

(d) Running the School Guidance Corner.

(e) Organising the preparation of visual aids in co-operation with pupils and the Art teacher for dissemination of information on courses and careers.

(f) Organising Career Conference, for the benefits of pupils, guardians and teachers.

(g) Assisting the Headmaster in organising Parent-Teacher Association.

(h) Administration and scoring of psychological and other standardised tests, collecting other necessary information about the pupil from the school and

the home (may be confined to pupils of class VIIIat the present moment.)

(i) Preparing the "Guidance Schedule" indicating the suitability of the pupil for the different "Streams" available to him.

(j) Individually counselling every pupil of class VIII in reference to the information collected about him and in reference to the opportunities available to him.

(k) Meeting to the parents of at least those pupils who are having special difficulties in the selection of streams.

(l) Collecting information in regard to courses and careers from different sources (e.g. Newspaper, Psychological Bureau, National Employment Service, individual institutions and firms etc.)

6. It is desirable that the Teacher-Counseller teaches for about 12 Periods a week (preferably in classes VIII, IX & XI).

7. As 17 working period of the Career master will be taken up for organising guidance work in the manner detailed above, the Board may examine the claims of Class XI Schools to the strengthening of the teaching staff by the sanction of an additional post.

S.K. Sarkar
for Secretary.

Comment : It is most unfortunate that a progressive scheme like 'Introduction of Cumulative Record Card' under Guidance and Service in Secondary and Higher Secondary School, introduced with effect, from 1956 lost its importance by and by and ultimately stopped its life breathing in 1975. In almost all Higher Secondary Schools, at least one competent teacher was given Carrer's Master's Training in order to create a crative atmosphere in the Secondary School's instead of imparting traditional teaching. The Board of Secondary Education drew up a plan of working scheme, but the whole scheme failed for various reasons,. While introducing Higher Secondary Education i.e education upto Class XI, the Board of Secondary Education in West Bengal was under instruction of the Centre to take some effective steps in order to make Secondary Education a self competing one suitable for self-employment or competency for a job in the society. To speak frankly, the death of this progressive scheme has made Secondary Education a stereotype step to higher education, the ultimate result was to create lots of educated unemployed youth. —Editor.

18 CO-EDUCATION

BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 2/Jan./53 Dated, the 8th January, 1953.

From : The Secretary

To : The Secretaries of the Managing Committees of all recognised High Schools

Re : Opening of Girl's Schools in the premises of Boy's Schools.

Applications are often received in this office for opening Girls' Schools in the premises of Boys' Schools but under a different management. In disposing of such application, it is essential that the views of the Secretary of the Managing Committee of the Boy's High School concerned regarding the terms and conditions which the Managing Committee considers must be fulfilled when allowing the use of the school premises and properties by the Girls' School, should be first considered.

Secretaries of Boy's Schools where such Girl's Schools are proposed to be opended or where such Girls' Schools are already functioning are requested to forward a report at a very early date.

S.K. Sarkar
for Secretary.

BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 37/56 Dated the 16th July, 1956.

From : The Secretary

To : The Heads of all Recognised High Schools

Dear Sir,

The attention of the authorities of Secondary schools in West Bengal is drawn to the following directions in connection with Girls' education in the States :

(1) **Co-education :** The Board of Secondary Education, West Bengal has not accepted the principle of co-education* as such in schools. Girl students are not admitted in Boys' Schools and vice versa, as general rule.

Only in exceptional circumstances the Board grants permission for the admission of a limited number of girl students subject to the following conditions being fulfilled as laid down in Board's Circular No. 48/55, dated 17th September, 1955 :

(i) Separate sitting arrangement for girls.

(ii) Separate common room facilities.

(iii) Separate sanitary conveniences.

(iv) Escort for girls to and from the school.

(v) That at least one lady teacher is appointed in the School.

Comment : * Co-education in a Boys' High School has no doubt provided facilities of education to girl students, but in fact, girl students are not in a position to enjoy free movement which is available in a girls' school. —Editor

[It is, however, felt that the appointment of such a lady teacher may not be made unless the number of girl pupils reading in a Boys' School exceeds 30 in the two top classes.] Such a lady teacher when appointed should co-operated as a member of the Managing Committee.

The following additional conditions are laid down in the light of experience :

(i) The total number of students in a class including the number of girl students should not exceed the prescribed number of students for a class and the area per student shall be provided at the rate not less than 10 sq. ft. per pupil in view of the fact that separate sitting arrangement for the girl students will have to be provided in a class of mixed pupils and as such the accommodation available in such a class-room should be more than what is ordinarily accepted as the floor space per pupil, i.e, 8 sq. ft. per pupil.

(ii) The total number of girl students to be admitted in Classes VIII and below should not ordinarily exceed 30.

(iii) Girl students in Classes IX and X will not ordinarily be permitted unless there are strong justifications for this and each case will be dealt with according to its merits.

(iv) Permission for admission of girl students in Classes IX and X shall be on a temporary basis subject to the condition No. (v) under para 1 above. But guardians in such cases shall be asked to get their girls admitted in regular Girls' Schools as early as possible.

(v) Permission for admission of girl students in any Class shall not be given where there are Girls' Schools in the neighbourhood within a radius of one mile in a city or town, and within two miles of a school situated in rural areas ; and also if such Girls' Schools in the neighbourhood are in a position to admit the additional number.

(2) Girls' Sections attached to Boys' Schools :

Whenever there is a demand for admission of an adequate number of girl students and no Girls' Schools are available where they can get admission, the school for Boys may be permitted to open a Girls' School in the morning utilising the same premises, provided the conditions laid down by the Board for opening a Secondary School are fulfilled. In addition to the normal conditions attached to the recognition of a High School by the Board, the following additional conditions are also to be fulfilled by such Girls' Schools :

(i) The teaching staff should consist entirely of lady teachers. This condition may, however, be partially relaxed in special circumstances.

(ii) There shall be a separate Managing Committee constituted as usual from amongst the guardians, teachers, bene-factors and donors of the Girls' School. The Headmistress of the Girls' School shall be, as usual, responsible for internal administration of the Girls' School.

(iii) Separate sanitary and other arrangements as also common room, library facilities shall be provided for the Girls' School.

(iv) As the Girls' Schools held in the morning in the premises of a Boys' School have to close their classes earlier so as not to interfere with

the work of the Boys' School, the duration of the daily period of tuition has naturally to be much shorter than as usual in ordinary schools and consequently, the deficiency in teaching work should be made good, as far as possible, by curtailing long vacation in the Girls' Schools and holding classes during the period when the Boys' School is closed.

(v) A written undertaking shall be arrived at between the Boys' School and Girls' School which shall be submitted to the Board for its approval, assuring that the Boys' School would provide the necessary facilities required for work of the Girls' School. For example, Girls' Schools often would like to provide for the teaching of subjects like Home Science, Physiology and Hygiene. In such cases, extra accommodation has to be found for the practical work and the Boy's School should allow the Girls' School to use of its Scientific equipments and apparatus until, at least, such time as the Girls' School can procure its own equipments.

The undertaking mentioned above, shall also provide that the President of the Managing Committee of the Boys' School shall be ex-officio President of the Girls' School and the Headmaster of the Boys' School shall be a member of the Managing Committee of the Girls' School.*

The Board reserves the power to nominate a member of the Managing Committee of the Girls' School other than the President and the Headmistress to be a member of the Managaing Committee of the Boys' School and also to nominate another member of the Managing Committee of the Boys' School to be a member of the Managing Committee of the Girls' School.

It should be remembered that such Girls' Schools functioning in the premises of Boys' Schools are being permitted by the Board only as a temporary measure. As a Girls' School has peculiar problems of its own and as the syllabi and curricular of a Girls' School are in some cases distinct from those of the Boys' School, such arrangement cannot be allowed to continue for all time in the interest of girls, education in the State. As such the authorities of such schools are to find a separate habitation for their school as early as possible.

D.P. Ray Chaudhuri
Secretary.

BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 7/60 Dated the 14th March, 1960.

Sub : Introduction of Co-education in Boys' High Schools.

The attention of the Heads of Recognised Boys' High Schools is invited to the

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Comment : * Girls' High Schools functioning in the premises of Boys' High Schools are more or less in the same position and very few of them have been in a position to procure separate lands and buildings for Girls' High Schools during this long period of thirty years.

Again, the Management of the Girls High School functioning in the premises of the Boys'High School is an independent one and there is no representation of the Boys' High School on the Managing Committee of Girls' High School and as such, the spirit of co-operation is practically absent.

To my knowledge and information, the President of the Boys' School is not found to be the ex-officio President of the Girls' school and the Headmaster of Boys' School is seldom taken in as a member on the Managing Committee of the Girls' School. —Editor.

Board's Circular No. 18/55 dated 17.9.55 in which schools seeking permission for Co-education were asked to apply to the Board for the purpose on or before the 30th September of the year preceding the year from which the aforesaid permission was sought. A subsequent Circular No. 37/56 dated 16.7.56 on the subject was also issued. But, unfortunately it is often noticed that schools submit applications for Co-education throughout the year for which the Board has often to consider such cases with retrospective effect, in the interest of the girls already admitted into the Boys' Schools.

The present practice of submitting applications throughout the year leads to many administrative difficulties and should discontinue. Specially, such schools as do not apply in time for permission for Co-education cannot submit timely bills for tuition fees of the girl pupils who are entitled to free tuition. As a result it becomes difficult on the part of the Education Directorate to make payment on account of remission of tuition fees to such schools.

The Head of Boys' High Schools seeking permission for Co- education are requested, therefore, to submit applications for the purpose direct to the Board by the 30th November of the year preceeding the year from which the aforesaid permission is sought instead of by the 30th September as the present.

An application for the introduction of Co-educastion will not be entertained if it is received in this office after the date specified above and the girls already admitted may not get the concession of free tuition.

The applications should supply the following particulars in details :—

(a) Whether separate sitting arrangements have been made for the girls in class rooms ;

(b) Whether separate common room facilities for girls have been provided for ;

(c) Whether there are separate sanitary convenience for the girls ;

(d) Whether arrangements have been made for safe escort for girls to and from the school. (for this purpose a matron should be appointed).

(e) Whether any lady teacher has been appointed in the school. (Appointment of such a lady teacher may not be made unless the number of girl pupils reading in Boys' School exceeds 30 in two top classes. Such a lady teacher when appointed, should be co-operated as a member of the Managing Committee).

(f) Distances of the nearest Girls' Schools, from the Boys' School concerned.

Copies of the aforesaid applications, however, are to be endorsed to the District Inspector and Inspectress of Schools concerned for information, under intimation to the Board.

D. P. Ray Chaudhuri
Secretary.

W.B.B.S.E.(G) Forms No. 54 + No. 74.

The following information as required in this Office Circular No. 7/60 dated 14.3.60 are to be furnished by the School if it seeks permission for co-education :

(a) Whether separate sitting arrangements have been made for the girls in class room ; No. of boys and girls in each class.

(b) Whether separate common room facilities for girls have been provided for.

(c) Whether there are separate sanitary convenience for the girls.

(d) Whether a matron has been appointed for the safe escort of girls to and from the Schools.

(e) Whether any lady teacher has been appointed in the School.(Appointment of such a lady teacher may not be made unless the number of girl pupils reading in a Boys' School exceeds 30 in two top classes. Such a lady teacher, when appointed should be co-operated as a member of the Managing Committee).

(f) Distance of the nearest Girls' Schools from your school.

(g) Name and age of girl students in each class.

(h) Managing Committee resolution with No. and date, re-commending co-education.

(i) An attested true copy of the relevant Managing Committee resolution recommending co-education in the school with effect from.......... .

(j) Number and date of Boards' letter granting recognition/extention of recognition to the school as a 4 classes/2 class Junior High School.

(k) Upto which class permission for co-education is prayed for :

(l) Number of boys and girls in each class and floor space of each class room.

[The total number of girl students to be admitted in class VIII and below should not orginally exceed 30 and the floor space per student shall be provided at the rate of not less than 10 sq.ft. per pupil.]

(m) Name and age of each girl, class by class.

(n) If the permission for co-education is to be extended for a further period, the number and date of the previous permission letter issued by the Board or by the District Inspectress of Schools concerned should be stated.

[In the latter case a copy of the Memo. should be furnished.]

(o) If it is a case of introduction of co-education in the school, a copy of the Managing Committee resolution, with number and date, unanimously approving such action, should be furnished and it should be stated whether written consent was obtained from the guardians of girl-pupils at the time of their admission.

19 NATIONAL FOUNDATION FOR TEACHERS' WELFARE

GOVERNMENT OF WEST BENGAL

Directorate of Education

No. 392(200)Sc/C / OM – 74G/65 Calcutta, the 9th February, 1966.

From : The Director of Public Instruction, West Bengal.

To : The District Magistrate/Deputy Commissioner/Sub-Divisional Officer.

Sub : National Foundation for Teachers' Welfare, West Bengal - Rules for the administration of the schemes of financial assistance.

I have to state that Government in their No. 7389-Edn.(G) dated the 16th December, 1965 have been pleased to approve of the procedure for granting financial assistance to the teachers and their dependants under the Scheme of National Foundation for Teachers, Welfare, as adopted by the State Working Committee for the State of West Bengal. Copies of the rules are enclosed for your information.

It has been decided that the assistance programme for Teachers, Welfare should commence with retrospective effect from the 5th September, 1964 on the basis of available collections and allocations of fund to the State Working Committee by the Government of India, Ministry of Education. It is expected that 80 per cent, of the collections made after the 4th September, 1964 would be released towards the State's share for implementation of the programme of financial assistance to teachers and that the balance would be tranferred to the corpus of the fund. In recommending the case for financial assistance to teachers and their dependants as provided under the scheme, it is suggested that application in the prescribed forms (Appendix A & B) may the received by the Chairman of the Sub-Divisional Working Committees. They may, if necessary, arrange for an enquiry and, after being satisfied about the prayer, forward the applications, arranged in order of the priority, to the President of the District Working Committee stating the amount recommended for each. The Chairman of the District Working Committee may forward to the Director of Public-Instruction, West Bengal, the applications a rranged in order of priority with the recommendations of the District Working Committees, stating the amount recommended for each. Necessary financial assistance may be given by the Director of Public Instruction, West Bengal, out of the funds to be received from the Government of India, Ministry of Education and according to the decision of the State Working Committee.

The District Inspectors of Schools have been requested to arrange for printing of the forms locally and give publicity to the scheme.

S. K. Roy

for Director of Public Instruction, West Bengal

Comment : Releif and financial help is available only for helpless families of the teachers who died in harness. Of course, the Govt. is now providing the wife or sons or daughters with a job according to qualifications for a single person only. —Editor.

APPENDIX - A

Particulars of accompany Applications for Financial Assistance from the National Foundation for Teachers' Welfare.

For Teachers

1. Full name and permanent address of the applicant (teacher)(In block letters).
2. Date of birth and age.
3. Whether the teacher is still in service - Yes/No.
4. If 'Yes' in (3) above, please give the following particulars in respect of the appointment held at present :
   - (a) Designation.
   - (b) Name of the institution where employed at present.
   - (c) Whether the institution is a Govt. institution/Govt. aided institution/recognised private institution.
   - (d) Monthly emoluments :
     - (i) Pay
     - (ii) Allowances

       Total :
   - (e) Date of appointment and total continuous service rendered as teacher up-to-date.
   - (f) Whether temporary/quasi-permanent/permanent.
   - (g) Pensionable or non-pensionable.
5. If the teacher is no longer in service, please furnish the following particulars in respect of the appointment last held :
   - (a) Age on termination of appointment.
   - (b) Last post held.
   - (c) Name of the institution last served.
   - (d) Whether the institution was a Govt. institution/Govt. aided institution/recognised private institution.
   - (e) Date of entry into service.
   - (f) Date of relinquishment of last appointment.
   - g) Total service rendered as teacher.
   - (h) Reason for relinquishment of last appointment.
   - (i) The amount, if any sanctioned as :
     - (i) Pension
     - (ii) Gratuity
     - (iii) Any other ex-gratia payments

       Total :
   - (j) Amounts received on the termination of last appointment, as :
     - (i) Contributory Provident Fund assets
     - (ii) General Provident Fund assets

(iii) Matured claims on life insurance policies
(iv) Any other receipts

Total :

6. Approximate income from other sources, such as immovable investment etc.—per annum.

7. Income from all sources of wife or any other members of the teachers' family not maintaining a separate household - per annum.

8. Please give the following particulars of the members of the teachers' family dependent on him/her :

Name	Age	Relationship	Profession	Monthly income, if any
1.				
2.				
3.				
4.				
5.				

9. Purposes and reasons for which financial assistance is requested (Please describe, in brief, the circumstances necessitating the assistance requested).

10. Amount of financial assistance required :

(i) In lump sum Rs.

(ii) Recurring (monthly) Rs. for what period

11. Certificate : I (To be furnished by the applicant)

I certify that to the best of my knowledge and belief, the particulars given above are correct. I fully understand that in the event of any of them proving otherwise, I shall be liable to such action as the National Foundation for Teacher's Welfare may deem fit to take in the matter.

Place_________ Signature of the
Date_________ Applicant__________________
(Official Stamp)

12. Certificate : II(To be furnished by the Head of the Institution where the teacher is serving or last served).

Certified that the applicant has correctly furnished the particulars of his/her service. Certified also that the applicant has shown uniformly good record of work, conduct and devotion to duty, during his/her entire period of service.

Place_______ Signature of the Head of
Date_______ the Institution (Office Stamp)_____

13. Certificate : III(To be signed by two responsible citizens of the area in which the applicant may be a resident. This certificate may be obtained from two Members of Local Panchayat, Members of State or Union Legislature, or Gazetted Officers of State or Central Govt.).

We certify that we know the applicant personally and can testify from our personal knowledge of his/her financial position and other circumstances to the genuineness of his/her needs and claim for assistance. The applicant is not related to any of us.

Place _______ (i) Signature_______________
Date________ Designation_______________
(Official Stamp)

Place _______ (ii) Signature_______________
Date________ Designation_______________
(Official Stamp)

14. Decision of the Working Committee :

Place _______ Signature of the Chairman of the
Date________ Working Committee__________
(Official Stamp)

APPENDIX—B

Particulars to accompany Applications for Financial Assistance from the National Foundation for Teachers' Welfare.

(For Dependants of Teachers)

1. Full name and permanent address of the applicant (dependant) (in block letters).
2. Date of birth and age of the applicant.
3. Name of the teacher to whom related.
4. Applicant's relationship to the teacher.
5. Whether the teacher is still alive - Yes/No.
6. If yes in (5) above, whether the teacher is still in service - Yes/No.
7. If Yes in (6) above, give the following particulars in respect of the teacher :-
   (a) Date of Birth and age.
   (b) Designation (Post held at present).
   (c) Name of the Institution where employed.
   (d) Whether the Institution is a Government institution/Govt. aided institution/recognised private institution.
   (e) Monthly emoluments :
       (i) Pay
       (ii) Allowances
       Total :
   (f) Date of entering service and total continuous service rendered as teacher up-to-date.

(g) Whether temporary/quasi-permanent/permanent.

(h) Pensionable or non-pensionable.

8. If the teacher is since dead or is no longer in service, furnish the following particulars in respect of the appointment last held :

(a) Age at death or on termination of appointment.

(b) Last post held.

(c) Name of the institution last served.

(d) Whether the institution was Govt. institution/Govt. aided institution/recognised private institution.

(e) Date of relinquishment of last appointment.

(g) Total service rendered as teacher

(h) Reasons for relinquishment of last appointment.

(i) The amount, if any, sanctioned as :

(i) Pension

(ii) Gratuity

(iii) Any other ex-gratia payments

Total Rs:.................................. per annum

(j) Amounts received on the termination of last appointment/death of the teacher, as

(i) Contributory Provident Fund Assets

(ii) General Provident Fund Assets

(iii) Any other receipts

Total Rs............... per annum.

9. Approximate income from other sources, such as immovable properties, investments, etc. Rs....... per annum.

10. Income from all sources of wife or any other members of the teachers' family not maintaining a separate household—Rs...per annum.

11. Please give the following particulars of the members of teacher's family dependant on him/her (including the applicant) :—

Name	Age	Relationship	Profession	Monthly income, if any
1.				
2.				
3.				
4.				
5.				

12. Purposes and reasons for which financial assistance is required (Please describe, in brief the circumstances necessitating the assistance required).

13. Amount of financial assistance required :

(i) In lump sum. Rs.________

(ii) Recurring (Monthly) Rs.____ for what period_____

14. Certificate **I** : (To be furnished by the applicant)

I certify that to the best of my knowledge and belief, the particulars given above are correct. I fully understand that in the event of any of them proving otherwise, I shall be liable to such action as the National Foundation for Teachers' Welfare may deem fit to take in the matter.

Place________ Signature of the applicant________

Date_______

15. Certificate **II** : (To be furnihsed by the Head of the Institution where the teacher is serving or last served).

Certified that the applicant has correctly furnished the particulars of the teacher's service. Certified also that the teacher has shown uniformly good record of work, conduct and devotion to duty, during his/her entire period of service.

Place________ Signature of the Head of

Date_______ the Institute________________

16. Certificate **III** : (To be signed by two responsible citizens of the area in which the applicant may be a resident. This certificate may be obtained from two Members of Local Panchayat, Members of state or Union Legislature, or Gazetted Officers of State or Central Govt.)

We certify that we know the applicant personally and can testify from our personal knowledge of his/her financial needs and claims for assistance.

The applicant is not related to any of us.

Place _______ (i) Signature

Date________ Designation_____________

(Official Stamp)

Place _______ (ii) Signature

Date________ Designation_____________

(Official Stamp)

17. Decision of the Work Committee :

Place _______ Signature of the Chairman of the

Date________ Working Committee __________

GOVERNMENT OF WEST BENGAL

Education Directorate

No. 98(16) N.F.T.W. Calcutta, the 21st December, 1976.

From : The Secretary-Treasurer
National Foundation for Teachers' Welfare,
State of West Bengal &
Director of Public Instruction, West Bengal.

To : The District Inspector of Schools
(Secondary Education)

(All Districts)

Sub : Award of financial assistance to the distressed teachers and their dependants under the scheme of the National Foundation for Teachers' Welfare periodically throughout the year.

It has since been decided by the State Working Committee of the National Foundation for Teachers' Welfare that financial assistance from the funds of the Foundation should be given to the distressed teachers and their dependants from time to time within a financial year instead of only one of the occasion of the Teachers' Day on the 5th September. It is felt that such a programme spread over periodically throughout the year would greatly alleviate the suffering and distress of our teachers.

It is accordingly requested that the recommendations from the District-level Working Committee of the Foundation may please be forwarded to this Foundation in the usual manner in the months of November, March and July so that awards may be made by the State Working Committee on the basis of those recommendations in the months of January, May and September respectively. The recommendations for the period October-December, therefore, may please be sent to this office of the Foundation by the end of December, 1976 after usual screening along with the applications with a consolidated statement –separately in two sets–one for teachers and the other for dependants –as in the proforma enclosed. The statements should be sent in triplicate.

In obtaining names of needy and deserving teachers the help of the different Teacher-Associations may be taken.

The District Inspector of Schools (Secondary Education), who is the Secretary-Treasurer of the District-level Committee, naturally has to remain very busy with his/her multifarious work and responsibilities. In order that the work of the Foundation does not suffer it has been decided that District Social Education Officers, assisted by one of his Extention Officers, should render all possible help to the District-level Committee for the smooth and speedy disposal of the work of the foundation. The District Inspector of Schools and District Social Education Officer should work in close co-operation and co-ordination in the furtherance of the noble purpose of helping the need and deserving teachers.

Sd/-
Secretary/Treasurer,
National Foundation for Teachers'Welfare,
State of West Bengal &
Director of Public Instruction, West Bengal.
Calcutta, the 21st December, 1976.

No. 98/(20)—NFTW

Copy forwarded to the :-

(1) District Social Education Officer, (All Districts)

He/She is requested to render all possible help and to work in close co-opera-

tion with the District Inspector of Schools (Secondary Education) who is the Secretary-Treasure of the Foundation.

An acknowledgement of the receipt of this memo, is requested.

(2) General Secretary, West Bengal Headmasters' Association, 1/1A, College Square, Calcutta-12 - for information.

The names of the needy and deserving teachers requiring help from the National Foundations for Teachers' Welfare may be forwarded to the District Inspector of Schools (Secondary Education) of the respective districts in which the teachers concerned served or are serving for processing in the usual manner.

The Specimens of application forms are endorsed.

Sd/-
Secretary-Treasurer.
National Foundation for Teachers' Welfare,
State of West Bengal &
Directorate of Public Instruction, W. Bengal.

GOVERNMENT OF WEST BENGAL

Department of Relief & Welfare, (Welfare)

No. 10161(52) – SW / DP – 20/81 Calcutta the 6th/20th June, 1981

From : Sri A.R.Saha, I.A.S.,
Secretary to the Govt. of West Bengal.

To : The Secretary, Education Deptt. Govt. of West Bengal.

Sir,

A meeting of the Steering Committee on International Year of Disabled persons was held on 3rd of June, 1981. In this meeting Dist. Magistrates and Sabhadhipatis were specially invited. During discussion some of the Dist. Magistrates pointed out that district level officers of all the Deptts. of the Govt. are not aware of the provision of reservation of vacancies for the disabled persons. According to Finance Deptt.'s Circular No. 10402-F dt. 26.11.74 not less than 2% of the vacancies in which direct recruitment is made, shall be reserved for disabled persons. Attention of all the Deptt. was drawn to this by the Chief Secretary in his letter No.15547 (52)-SW.dt. 31.12.79 wherein it was also provided that irrespective of the number of vacancies at least one disable person shall be appointed by all appointing authorities in their offices during the year 1980. Appointment of disabled persons will be made in the year 1981 also in this manner under provision of Chief Secretary's circular No. 8181(52)-SW dt. 14/20.5.81.

I would request you to enforce the provision of these circulars in your own officers and all offices under your control throughout the state. I shall be grateful if you kindly acknowledge receipt of this letter.

Yours faithfully,
Sd/- A. R. Saha, I.A.S.,
Secretary.

20 POWERS & FUNCTION OF THE HEAD OF THE INSTITUTION

So far as administrative power is concerned, the Revised School Code of the Calcutta University has stated the scope and limitation in exercising the power of the Heads of the Institution. But since disassociation of Secondary Education with the Calcutta University and the responsibility of guiding Secondary Education has since been transferred to the West Bengal Board of Secondary Education, the guide-lines indicated by the Calcutta University have naturally lost its force and significance. However, the guide-lines as indicated therein, are quoted below for information and guidance, if necessary.

The Headmaster or Headmistress shall prepare the annual list of holidays in consultation with the Committee. The number of holidays shall not exceed the sanctioned limit given by the Board of West Bengal Secondary Education. The Heads of Institution in consultation with the Secretary may also grant Holidays and Half- holidays on special occasions.

The conduct of current business of the school, such as arrangement of games, time table, examinations, class promotions,selection of candidates for M.P./H.S. Examinastion and all matters relating to School discipline and teaching staff be left entirely with the Headmaster, provided that in all cases of rustication or explusion, the decision of the Headmaster shall require the approval of the Committee.

The West Bengal Board of Secondary Act of 1963 formulated rules for management of recognised Non-Govt. Institutions (Aided and Unaided) and in the revised rules of 1969, certain fresh steps are to be taken towards management of the Institutions. We do not find any concrete and clear picture of the power and function of the Headmaster in the management and administration of the School affairs. However, the following deductions may be made from the narration of the rules and the provisions made therein :

(i) The Headmaster or Headmistress is an ex-officio member of the Managing Committee. [It means, so long he or she is the person- in-charge of the office, he or she will remain a member of the M.C.].

(ii) The Headmaster or Headmistress has the right to be elected Secretary of the Managing Committee.

(iii) That if the Headmaster or Headmistress is not appointed Secretary, he/she shall be the Joint-Sécretary as per provision.

(iv) The Headmaster or Headmistress, in the capacity of Joint Secretary shall perform such duties as may be assigned to him or her by the Committee. (Committee here means the decision of the Managing Committee arrived at its meeting).

(v) In the temporary absence of the Secretary, the Headmaster or as Joint-Secretary may convene a meeting of the Managing Committee.

(vi) The Headmaster or Headmistress is the custodian of all school records by virtue of his / her position, as the officer or person- in-charge of the office of the School, if not otherwise resolved by the Managing Committee of the School.

(vii) The Headmaster or Headmistress by virtue of his / her position over the office, is overall responsible for internal administration of the School, unless and until it comes into contradiction with any of the powers and functions of the Managing Committee.

(viii) The Headmaster or Headmistress by virtue of his/her position shall forward such matters from the staff, Students and guardians of the School for consideration of the Managing Committee, as he or she deems fit and proper. [The Managing Committee cannot and should not entertain any application or hearing from anybody, unless otherwise forwarded by the Head of the Institution].

(ix) The Headmaster or Headmistress may grant casual leave to the staff, if duly applied for.

(x) The Headmaster or Headmistress may declare a special holiday concerning to death of any prominent person or for any special occasion of the school in consultation with the Secretary of the school.

(xi) The Head of the Institution will act as President of the Staff Council and Academic Council of the School.

(xii) The Headmaster or Headmistress of the School shall, ordinarily be guided by the Academic Council in matters of (i) admission, (ii) Promotion, (iii) selection of Test Books, (iv) time-table of School hours, (v) measurers relating to improvement of teaching and co-curricular activities. But the Head of the Institution may, for reasons to be recorded in writing, override the advice of the Council (subject to the final decision of the M.C., if referred to).

(xiii) The Headmaster or Headmistress will take such steps towards formation of the Managing Committee of the School within provision of rules, unless otherwise directred by the Managing Committee, or the Administrator or by the Board.

(xiv) The Head of the Institutions in the capacity of Joint-Secretary shall operate all School accounts, as one of the operators of the same, the other operator being the Secretary of the School. The Salary Deficit A/c of the School will be operated jointly by an elected Teachers' representative and by the Head of the Institution or Secretary or Administrator.

(xv) The Headmaster or Headmistress shall prepare School accounts with the help of clerks or office assistants and if the responsibility is transferred to Asstt. Headmaster/Asstt. Headmistress, he or she will countersign the records, unless otherwise directed by the Managing Committee of the Schools. The Account should also bear signature of the office assistant or Asstt. Headmaster, as the case may be.

(xvi) All the Schools records including Grant-in-aid application should bear signature of the Head of the Institution alongwith the same of the Secretary or Administrator.

(xvii) The Head of the Institution may record the time of his/her arrival and departure alongwith his signature in the first column of the Attendance Register of the Teachers, or put his/her signature in the verifying column, reserved for him/her.

(xviii) The Headmaster or Headmistress being the 'Head of the Teaching Staff' of the School is entitled to supervise teaching affairs of the teachers ; and the teaching staff will have to work under his/her guidance.

(xix) The Headmaster or Headmistress can exercise his/her voting right in the Election of members of Teachers and non-teaching staff representative for the Managing Committee.

(xx) The Head of the Institution may exercise his or her voting right in the Election of Secretary of the Staff Council.

(xxi) The Head of the Institution may record his/her opinion in the case of making any decision for appointment, confirmation,dismissal,suspension and extension of service of any staff of the Institutions and any disagreement may also be recorded as a note of dissent.

(xxii) The Head of the Institution, by virtue of his/her position as the person-in-charge of the office of the Institution holds power of supervision over the office-staff and as such, the office-staff is bound to obey his/her instruction.

(xxiii) The Head of the Institution, by birtue of his/her position as head of the teaching and non-teaching staff, may draw proceedings against the action of any member of the staff, for consideration and decision of the Managing Committee.

(xxiv) The Headmaster or Headmistress is given no right to take any disciplinary action against any teacher and non-teaching staff, in the shape of asking for explanation or placing them under suspension without any direction of the Managing Committee.

(xxv) The Secretary cannot direct the Head of the Institution to follow his instruction unless resolved by the M.C.

(xxvi) While preparing the list of Holidays of the year, the Headmaster may keep at least five days reserved for his discretionary decision so as to utilise the same if and when required, of course with the approval of the M.C./Administrator.

(xxvii) The Head of the Institution is entitled to suspend the class or classes on the dates of Physical Education & Work Education Examinations with the approval of the Academic Council and the M.C. Approval here does not mean prior approval.

—Editor.

WEST BENGAL BOARD OF SECONDARY EDUCATION

No. S/560 September 26,1981.

CIRCULAR

Sub: *Further promotion of the improved academic atmosphere already attained in recognized secondary schools in West Bengal by the co-operative, disciplined performace of the teaching and non- teaching staff.*

In revision of the Board's Circular No. 513, dated 1st September, 1975 the Board, aware of the improved academic atmosphere in all recognised schools in West Bengal, calls for unremitting striving on the part of the teaching and non-teaching staff–all financially well underpinned by their revised pasy scales and retiring benefits-not only to maintain it, but also to promote it further in the overriding academic interests of the growing generations given by Government the precious opportunity to receive free education from Class I to Class XII all over the state. It is a challenging task that class not only for disciplined, dedicated performance of their allotted duties within the working hours of the School, but also for their working in co-operation with students and guardians, whose tangible

contributions to the restoration of peace and order in the academic field are worthy of commendation.

1. To the students, their teachers constitute the best conduct of disciplined conduct in classrooms as well as on the field. By their loving care and guidance, which finds eloquent manifestation in their punctual attendance in schools for taking their daily allotted classes as per the time-table, without dropping any unless compelled by sickness or absence due to pressing duties elsewhere, they can steady the faltering footsteps of their students in the right direction towards acquirement of knowledge and skills that will help open up before them new avenues of academic endeavours leading to the relization of their aspirations as well as to their recognition as socially useful citizend in future. To neglect or underrat the social responsibility they have preferred to assume out of their own linking to show scant respect for there duty to help build a strong united India, the need of the hour as well as of the future.

2. In the context of this great social responsibility of theirs, they should observe the following directions in order to live up to the expectations of society :

(i) Heads of institutions and all members of the staff, teaching and non-teaching, should attend schools punctually at the appointed hour and not leave before the school closes for the day.

(ii) All teachers should regularly take the classes allotted to them in the time-table and come to their classes on time.

(iii) In the larger interest of students, no teacher should refuse to take the class of an absent colleague if alloted, whenever necessary by the head of the Institution.

(iv) Members of both the teaching and non-teaching staff should sign the attendance register on arrival in school. The register will be maintained by the head of the institution.

(v) If a teacher or a non-teaching hand is marked for late attendance by 15 minutes for three days in a month, one day's casual leave shall be deducted from his casual leave account. But the head of the institution may condone such late attendance if he is satisfied with the explanation offered.

(vi) They should not be absent from duty without the prior permission of the head of the institution. In case this permission is not taken for unavoidable circumstances, they should submit leave applications to the head of the institution immediately after resumption of duty with proper explanation for such absence.

(Please note that habitual late attendance or frequent absence from duty involves loss of precious teaching hours. Consequently, it is a great loss for the school in terms of its reputation, for the students in terms of retardation of their academic progress and for the gurdians in terms of their minimising respect for the teachers and growing alarm over the uncertain prospects of their wards.)

(vii) Teachers should participate in community assembly, if provided for in school, and co-curricular activities.

(viii) To monitor and maintain the well-measured rate of progress of students in their course of studies, teachers should go by the announced programme of periodical examinations of the school, publish the result thereof in time and submit the progress reports to the head of the institution for transmission to the guardians for their knowledge, signature and comments, if any.

(ix) In the interest of public examinations, the teaching staff should perform invigilation duty and the non-teaching staff perform other duties, as allotted to them and both should co-operate with the head of the institution to maintain the sanctity of such examinations strictly in conformity with the spirit and letter of the Examination Bye-laws of the Board.

(x) The Managing Committee should work in concert with the Staff Council and the Academic Council to maintain proper atmosphere in school conducive to Academic interest of students.

Secretary.

Comment : The pious wishes of the Secretary of the Board as above do not deserve any remark or contradiction. But what next, if all those pious wishes are not given any importance by the concerning staff ? Experiences tell that they are no better than sermons. —Editor.

21 ACCOUNTS AND AUDIT

Account Rules for Schools

1. The accounts may be kept in accordance with the same rules as applicable to a Department of a College, or according to the following rules, whichever is convenient to the authorities of the school or Auditor.

2. Every transaction of receipt of payment of money should be brought to account at once without exception or reserve. Every correction in any Account Book or Register should be neatly made and initialled, No over-writing or erasure will be allowed.

3. The Class Register of Attendance will provide for additional columns showing the fees and fines realised from each student and the amount of daily collection (Form 1).

4. The daily collections of all classes will be compiled in a Collection Register (Form 2) of which the daily total wil be taken into the Cash Book (Form 4). The total amount unrealised at the end of the month will also be taken from the Class Register and shown at the foot of the Collection Register.

5. An Acquittance Register of Salaries and Scholarships will be kept in Form 3.

6. The Cash Book will be kept daily in Forms 4 & 5. It will be initialled daily by the Headmaster or other superior authority. The items of receipt and the voucher numbers of payments will run in two consecutive series from the beginning to the end of each year. No subsequent interpolation of a fresh entry between two old entries will be allowed.

7. A monthly abstract will be prepared from the Cash Book in Form 6 as soon after the end of the month as possible but not later than the 10th of the next month.

Accounts Rules for Schools

The policy of Free Education at the Secondary and Higher Secondary level has since been declared by the Government of West Bengal, the principle of realizing tuition fees from the boys and girls reading in schools and colleges has been discarded with effect from 1980 and 1981 respectively. And as such, only approved subsidiary fees, such as, Development fees, Electric charges, Game and Sports fee, Magazine fee and Examination fees are only realizable. It has also been directed that fees thus realized shall be spent towards relevant item of expenditure only. And no division fund will be allowed.

School Budget :

The Secretary in consultation with the Head of the Institution will prepare Annual Budget. The Finance Committee has been authorised to prepare School Budget. The Budget shall contain the figures of estimated income and expenditure for twelve months for the current financial year i.e. April to March. While preparing annual budget, the following factors should be taken into account :

(i) Audit report of the previous year. (ii) Different items of fee income, (iii) Different items of expenditure, (iv) Grants-in- aid from Government. (v) Donation (if any).(vi) Outstanding loan etc.

*A specimen of School Budget

Income/Receipt	Amount	Expenditure/Payment	Amount
1. Income from tuition fees (current & arrear). 2. Income from other fees as per schedule(A) 3. Grant-in-aid. (i) towards salaries including P.F. contribution. (ii) towards Govt. D.A. (iii) towards Govt. exgratia. (iv) Maintenance grant for H.S. (v) Contingent grant (vi) Misc. 4. Donations. 5. Capital grant 6. Sale proceeds 7. Loan 8. Misc. receipts 9. Closing balance of different funds of the last year as per schedule (B).		1. Salaries of teaching & non-teaching staff along with their incremental benefits as per schedule (I). 2. Sl. D.A. (if any). 3. Govt. D.A. to teaching and non-teaching staff. 4. Special allowances to staff (if any). 5. School contribution to P.F. of the staff. 6. Rent & Taxes. 7. Audit Fee 8. Contingency. 9. Building Repair. 10. Furniture. 11. Sc. Laboratory. 12. Library. 13. Games & Sports. 14. Examination. 15. Development. 16. School Magazine. 17. Educational tour. 18. Loan Refund. 19. Misc.	
Total		**Total**	

Signature : Secretary Signature : Headmaster

Signature : Member of the Finance Committee.

The following Books of Accounts should be maintained in order to have a clear and correct picture of school accounts, - (i) Fee collection receipt books (ii) Daily fee Collection book (iii) Fee Ledger (iv) Cash Book (v) Subsidiary fund Accounts Books (vi) Loan Register (vii) Acquitance Register (viii) Monthly abstract Register (ix) P.F. Account Books (x) Stock Register etc.

The Books of Accounts shall be maintained at the instruction of the Headmaster or Assistant Headmaster, as the case may be, if not otherwise directed by

Comment : *Any other item not stated in the coloumn may be included or item stated in the item may be excluded if necessary. —Editor

the Managing Committee or the Administrator of the School. The A/c Books so maintained must be signed by the Headmaster/Asst. Headmaster, and should also be countersigned by the Secretary/Administrator. Signature of the Dealing Assistance in the Books of A/cs is unvariably necessary in order to ensure responsibility of the dealing assistant.

Naturally bills and vouchers below Rs.100/- may be passed for payment by the Headmaster, but above Rs. 100/- must be passed by the members of the Finance Committee namely : (i) Secretary/Headmasters (ii) Headmaster/Headmistress (iii) Member.

It is the duty of the Headmaster to prepare a monthly Statement of A/cs of the school in the first week of every next month for submission to the Secretary/Administrator of the school.

The Statement of A/cs for 12 months (i.e. April to March) should be placed before the meeting of the M.C.and got it passed before it is placed for Audit to panel autidors appointed by the Government.

Every item of big non-recurring expenditure should be placed before the M.C.for approval. Quotation should be called from the relevant concern, for supply, if otherwise not decided by the Managing Committee or the Education Department.

No big amount should lay at the hands of the Secretary or the Headmaster of the School. And more than Rs.100/- should not be shown as cash in hand on the closing date of Accounts of the financial year.

Un-disbursed amount of any grant/stipend or scholarship received from the competent authorities should be disbursed within the financial year and if not possible, by the next financial year positively.

Expenditure shown on any suspense A/c must be supported by relevant and complete voucher within the financial year, as per as possible and practicable.

Stock Book should be maintained for maintaining purchase records of Library Books, Furniture and Laboratory articles etc.

Audit Reports should be placed before the Managing Committee for its acceptance. Necessary steps should be taken to comply with the observation of the auditor.

(Edited)

GOVERNMENT OF WEST BENGAL

Finance Department

Audit Branch

No. 6696-F Calcutta, the 10th June, 1978.

MEMORANDUM

Sub : *Scheme for payment of salaries of teaching and non-teaching staff of non-Govt. aided Secondary Schools covered by Salary Deficit Scheme through Public Sector Banks.*

In order to ensure regular monthly payment of salaries to the teaching and non-teaching staff of non-Govt. aided Secondary Schools covered by Salary Deficit Scheme, the Governor has been pleased to decide that a scheme for payment of State Government's grants-in-aid to such Schools through Public Sector Banks as detailed below shall be implemented with effect from 1st July, 1978. The

Reserve Bank of India has been pleased to accord their concurrence to the implementation of the scheme.

2. For the present nine Public Sector Banks viz. State Bank of India, United Bank of India, Central Bank of India, Allahabad Bank, Bank of Baroda, Bank of India, United Commercial Bank, Indian Bank and Punjab National Bank will participate in the scheme. The scheme may be extended to other Public Sector Banks also in future.

3. For each of the Treasuries and the Sub-Treasuries and the Calcutta Pay and Accounts Office there will be one branch of a selected public Sector Bank which will be nominated as the link branch for this scheme. The link Branches will be distributed among the nine Public Sector Banks mentioned above in the following manner :

For Calcutta Pay and Accounts Office — State Bank of India

For the Treasuries at Alipur, Barrackpore, Nadia (kishnanagar), Ranaghat, Murshidabad. Bankura, Purulia, Malda, West Dinajpur, (Balurghat), Midnapore and Sub-Treasuries at Bongaon, Barasat, Diamond Harbour, Kandi, Lalbagh, Jangipur, Vishnupur, Islampur, Raniganj, Jhargram, Contai and Ghatal.	United Bank of India
For Treasuries at Barasat, Burdwan, Durgapur, Asansol, Birbhum (suri), Hooghly (Chinsurah), Howrah and Sub-Treasuries at Kalna, Katwa, Rampurhat, Serampore, Chandannagore, Arambagh and Uluberia.	United Commercial Bank
For the Treasuries at Darjeeling, Siliguri, Jalpaiguri, Coochbehar and Sub-Treasuries at Kalimpong, Kurseong, Alipur Duar, Dinhata, Mathabhanga, Mekliganj and Tufanganj.	Central Bank of India

4. (a) The non-Govt. aided Scondary Schools covered by Salary Deficit Scheme will open a special account specifically and exclusively for the purpose of receipt of Govt. grant-in-aid under the Salary Deficit Scheme with any branch of the nine selected Public Sector Banks within the payment jurisdiction of the Treatury/Sub-Treasury/Calcutta Pay and Accounts Office as the case may be. These branches of the nine selected Public Sector Banks will be known as Paying Branches under this scheme. The Link Branches will act the liasion between the concerned paying Branches and the Treasury/Sub-Treasury/Calcutta Pay and Accounts Office.

(b) State Bank of India, United Bank of India, United Commercial Bank and Central Bank of India will immediately nominate a link branch for each of the Treasuries/Sub-Treasuries/Calcutta Pay and Accounts Office as per distribution indicated in paragraph 3 above and the names and addresses of the link branch shall be

communicated to the concerned Treasury/Sub-Treasury/Calcutta Pay and Accounts Office by 30th June, 1978 and to the Director of Secondary Education, New Secretariat, Buildings, Calcutta and the Secretary, Finance Department, Govt. of West Bengal, Writers Buildings, Calcutta.

(c) The specific and exclusive account that will be opended for the purpose of this Scheme by the Secondary School covered by the scheme will be operated jointly by any two of the following three perons :

(1) Secretary, (2) Headmaster/Headmistress, (3) One teacher from amongst the representatives of teachers on the Managing Committee, as may be decided by the Committee by a resolution a copy of which will be enclosed with the application for opening the account. Where there is an Administrator appointed for a School, such account will be operated jointly by any two of the Administrator : (1) Administrator, (2) Headmaster/Headmistress, (3) One teacher from amongst the teaching staff of the school. A copy of the Administrator's order in this regard will accompany the application for opening the Bank Account.

(d) If for some reasons the Director of Secondary Education considers it necessary, he may authorise an Officer under him to operate the Bank Account for the purpose of disbursement of grants-in-aid to the teachers and staff. District Inspector of Schools (Secondary Education) will furnish an authenticated and complete list of Schools to the concerned Treasury/Sub-Treasury/Pay and Accounts Office and the link Branch of the Selected Bank. The Treasury/Sub-Treasury/Pay and Accounts Office will be concerned with Schools which are situated within their respective payment jurisdiction. Payment of grants-in-aid under this scheme will not be made to any School not included in the authenticated list mentioned above, which will have to be updated by the District Inspector of Schools (Secondary Education) as and when necessary.

5. For the first 6 months of a year schools will submit a consolidated estimate of the amount required (on the basis of previous years' actuals divided by two), for payment of salary under Salary Deficit Scheme including amounts required for dearness allowance and reimbursement of tuition fees. If previous year's actuals are not available, the total of actuals of first ten months of the previous years' grants-in-aid and last two months' estimated requirement is to be indicated. A 5% growth above the actual amount calculated to be admissible under Salary Deficit Scheme may be added to the estimate to provide for normal growth due to increment in pay. The actual calculation for first six months may be made by using the following formula.

[Last year's actual grants-in-aid (previous year's or first ten months' actuals plus last two months' estimated requirement) for

Salary Deficit Scheme X

Last years' actual grants-in-aid for dearness allowance .... Y

Last year's actual grants-in-aid for R.T.F. .... Z

P = grant-in-aid for 1st six months

$$P = \frac{21X}{40} + \frac{Y}{2} + \frac{Z}{2}$$].

The District Inspector of Schools will make proper scrutiny of the amount claimed including checking of previous years' grant- in-aid application on the

point whether the conditions for eligibility of grants (e.g. minimum enrolment, Examination Results of the previous three years etc.) have been fulfilled. The actual of previous years are to be calculated taking into account of any possible excess or short drawl in that year to adjust for the short or excess drawals for earlier period. After scrutiny, the District Inspector of Schools will send a consolidated sanction order for all the Schools of the district to the Treasury/Sub-Treasury/Pay and Accounts Officer concerned with advice that the amount sanctioned will be divided by 6 in order to arrive at the monthly amount of grant to be paid to school. The existing practice of submition of a bill for the sanctioned amount of the schools along with a "Deed of Acceptance" signed by the members of the Managing Committee will be dispensed with. The Managing Committee of Schools will in due course send one general Deed of Acceptance covering all payment to be made from time to time.

6. In respect of the Treasuries /Sub-Treasuries where the system of payment by cheque has not yet been introduced and till the system of cheque is introduced, this monthly amount will be drawn by the Treasury/Sub-Treasury (in the form prescribed in Annexure I) and the proceeds of the amount drawn will be credited into a Personal Ledger Account titled "Secondary Education Fund" by transfer payment. The opening of the P.L. Accounts is hereby sanctioned and the same may be opened in anticipation of necessary authority from Accountant General, West Bengal as a special case. The P.L.Account to be opened shall be operated jointly by the Treasury/Sub-Treasury or Additional Treasury Officer and the Treasure Accountant/Sub-Treasury Accountant as the case may be. On the day following the day on which proceeds of consolidated grants-in-aid bills of the schools are credited into the P.L. Account, a cheque will be drawn as per amount noted in the relevant consolidated grants-in-aid bills of Secondary Schools. The cheques so drawn will be Account payee only in favour of the link Branch of the Public Sector Bank and will be marked not payable before 25th of day of the month to which grants-in-aid bill relate i.e. the payment to the link branch will be made 4 days before the last working
day of a month. The cheques will be forwarded to the link Branch of the Public Sector Bank by special messenger by the last week of the month along with a cheque slip (Annexure- I) for crediting to the accounts of respective schools opened for the purpose at the payment branches.

7. In the Treasuries and Pay and Accounts Office where payment is made by cheque, the Treasury Office/Pay and Accounts Officer will draw single cheque in respect of one consolidated bill concerning all the paying Branches under one link Branch. The cheque with a cheque slip will be sent to the link branch concerned with advice for payment into the individual accounts of the School and the cheque will be forwarded to the link branch by special messenger by the last week of a month for transfer and crediting to the respective accounts of the Schools at the Paying Branches by the last working day of the month for which the salary is due.

8. For salaries of the months of March payable in April, the amount will be drawn on 1st day of April by all the Treasury/Sub- Treasury/Pay and Accounts Officer.

9. After the amount is credited to the Bank account with the paying Branch of the individual school, the school will pay individual Teaching and Non-teaching staff

by cheque. The employees will arrange encashment of their cheques which may be either crossed or open as the employees would like. If the teaching and non-teaching members of staff desire cash payment, the school will pay in cash after encashing one consolidated cheque. The pay cheque to the individual teaching and non-teaching staff should be for net amount payable. The contributions towards provident fund both by management and the employees shall be drawn by cheque issued by the operators of the Bank account for deposit to the Provident Fund Account or Accounts as the case may be. This will ensure that every teaching and non-teaching staff get their School grants-in-aid component of salaries as per entitlement i.e. on the basis of their scale of pay, attendance and satisfactory performance of duties and other rules in force. The Headmaster/Headmistress and the Teachers' Representatives, on the Managing Committee of the school will watch disbursement of salary and anything irregular made by the school authority which could not be settled locally with the School authority or District Inspector of Schools (Secondary Education) should be brought to the notice of Director of Secondary Education.

10. Within first 6 months the Schools will calculate their actual entitlement of grants-in-aid on account of Salary Deficit Scheme as also dearness and reimbursement of tuition fees. After these are calculated the same together with audit report and utilisation certificate signed by the operators of Bank Account in respect of previous grant (upto 4th month) shall be furnished to District Inspector of Schools, Secondary Education.

11. After proper scrutiny the entitlement of each school will be determined and sanctioned by District Inspector adjusting the excess or short fall on account of first 6 months' grants-in-aid released on an ad-hoc basis. This amount will also be drawn month by month bank-wise by Treasury/Sub-Treasury /Pay and Accounts Office in a consolidated bill and similar procedure for drawal and disbursement as stated herein before shall be followed.

12. The utilisation certificate may be furnished by a school (a) one for the first four months and the last two months of the previous year and (b) again for months from fifty to tenth (that is from July to December). Utilisation certificate regarding (a) shall be furnished by the school along with claim for last 6 month's grants-in-aid for the year and utilisation certificate regarding (b) shall be furnished with claim for first 6 months. This District inspector (Secondary Education) will have to indicate in the order sanctioning grant to the schools that he has received and countersigned the utilisation certificate.

13. The Treasury/Sub-Treasury/Pay and Accounts Officer will send a cheque (either P.L. Account cheque or Treasury Cheque) and cheque slip as in Annexure I to the link Branch of a Bank (to be named as link branch by the local Head Office of the Bank), indicating names of Schools, the paying Branch, account No. and amount to be credited to the individual school account. On receiving the cheque slip and cheque, the link branch (selected for the purpose) will credit the sum mentioned in the cheque slip to the account of the School through paying branches under it after making arrangements of collection or clearing of cheques. As per rules of the Bank, the Government will pay charges of collection of cheques where necessary if the name cannot waived by the Bank.

14. Action to be taken by Schools :

(a) Each school will open a special amount with a paying branch as already defined in paragraph 4 for the purpose for particular Treasury/Sub-Treasury/Pay and Accounts Office. The minimum balance for such account may be Rs.5/- only.

(b) The accounts so opened will be operated by the persons as mentioned in paragraph 4(c) above. No amount other than Government Grants-in-aid shall be credited in the account. No payment other than salaries of the teachers and Provident Fund deposits will be drawn from the account.

(c) The School will intimate the concerned Treasury/Sub-Treasury/Pay and Accounts Officer, the name of the Bank with which account has been opened by it and the account number thereof.

(d) The School will submit their Grants-in-aid application alongwith utilisation certificate to the District Inspector of Schools in respect of first 6 months by the 2nd February each year and such application in respect of last 6 months will be submitted by 2nd July, each year. In the Grants-in-aid application of the School the name of the paying branch with its address and the account number of the school at the paying branch is to be indicated.

(e) On receiving credit of Grants-in-aid in the account so opened, the school will pay their Teachers and Staff in the manner as indicated in para 9 above after considering the entitlement of the teaching and non-teaching staff with reference to attendance, scale of pay, satisfactory performance of duty etc. as may be prescribed by the Managing Committee of the School or Board of Secondary Education.

(f) The Schools will furnish utilisation certificate along with the Grants-in-aid application as per paragraph 12 above.

15. Action to be taken by District Inspector of Schools :

(a) District Inspector of Schools, Secondary Education will send an authenticated list of Schools to the Treasury Officer/Sub- Treasury Officer / Pay and Accounts Officer and the link Branch of the Bank as indicated in para 4 above. The list should be up dated from time to time as a Treasury/Sub-Treasury/Pay and Accounts Office will make payment to the Schools situated within their respective payments jurisdiction strictly as per list authenticated by the District Inspector. The District Inspector will send to concerned Treasury/Sub-Treasury/Pay and Accounts Office consolidated list of Grants payable to school along with sanction. The Account number and the paying branch in respect of each school are to be indicated in the consolidated list against each school.

(b) The District Inspector of Schools will send along with the consolidated sanction an abstract in quadruplicated showing :

(i) amount of salary payable under Salary Deficit Scheme :

(ii) amount of Dearness Allowance :

(iii) amount payable on account of remission of tuition fee :

Again each of the amount under items(i), (ii), & (iii) above respective head of Accounts to which charge will be debited is to be indicated in full.

(c) The District Inspector of Schools while sending the above abstract and consolidated sanction, will send a certificate in respect of all Schools that the Untilisation Certificate in respect of previous grant has been received from the School and the same has been countersigned as per paragraph 12 above.

(d) The District Inspector of Schools will see that withdrawal by cheque drawn in favour of third party other than the teachers and staff of the school is not made by any school from this special account : in respect of G.P.Fund contribution withdrawals by crossed and account payee cheque may, however, be made.

(e) The District Inspector of Schools will arrange periodical inspection of Schools and also Audit of the account of the Schools by making suitable arrangement in consultation with Director of Secondary Education, if necessary.

16. Action to be taken by Treasuries/Sub-Treasuries/Pay and Accounts Office :

(a) A Treasury/Sub-Treasury/Pay and accounts Office will preserve under lock and key (1) the authenticated list of Schools(which may be up-dated as and when necessary) sent to it by the District Inspector of Schools and (ii) sanctions issued by the District Inspector of Schools for consultation whenever necessary.

(b) The Treasury/Sub-Treasury/Pay and Accounts Office will prepare a bill on the basis of sanction of District Inspector as per paragraphs 4 to 6 above. The Bills so prepared will be encashed by 3rd week of the month to which the Grants-in-aid payment relates and cheques will be sent to the link branch at the District Headquarters or Sub-Divsion Headquarter as the case may be along with a cheque slip (Annexure I).

(c) The cheque slip will show the name of the schools, name of the paying branch, account number and amount to be credited to the accounts of the individual school.

(d) One combined cheques slip cum consolidated bill may be prepared in quardruplicate. The first copy will be used as voucher for drawing the amount from the Government Account. The second and third copy will be sent to link branch along with the relevant cheque. The link Branch of the Bank will return the third copy after acknowledging the amount. The fourth copy will be the office copy of the bill. The Cheque will be sent in the last week of the month before the end of the month except for the month of March for which it will be sent on the second working day of April.

(e) A bill register may be maintained by the Treasury/Sub-Treasury/Pay and Accounts Officer. All bills before drawal should be entered in the bill register and disposal of Cheque received will be noted.

(f) The staff which are engaged for preparing these bills of grants- in-aid should not be engaged for writing cheques thereof.

(g) The abstracts and the bill should be sent to the Accountants General, West Bengal with the Treasury Accounts indicating under relevent Subsidiary Registers charges incurred for each head on salary Deficit Scheme. Dearness allowance and Re-inbursement of Tuition Fee as per detailed heads of account indicated in the abstract.

(h) The Treasury Officer will have to verify with reference to paid cheque that the amount indicated in the pay order on the bill has been paid by cheque.

(i) The Office copy of the bill should be preserved properly.

(j) The P.L.Cheques issued by Treasury/Sub-Treasury/Pay and Accounts Office paying grants-in-aid to a Bank need not be presented to the Treasury /Sub-Treasury Officer/Pay and Accounts Officer for obtaining Pay Order.

(k) The charges for Commissions as may be payable to Bank may be drawn in the same bill and the same will be debited to the head to which the claims of Grants-in-aid on account of Salary Deficit Scheme will be debited.

17. Action taken by the Bank :

(a) The Paying Branches of the Bank as defined in paragraph 4(a) will allow opening of a special account by the schools as per rules of the Bank. This account can be opened and be operated by persons authorised in this regard as laid down in paragraph 4(c).

(b) The account may be opened with the deposit of Rs.5/- and requirement of minimum balance for maintaining Account with Cheque facilities may be waived. The Bank will not charge any amount for maintaining the account.

(c) The Paying Branches of the Bank will work as per instruction of the Link Branch of the Bank as regards credit of amount to the account of school and each time the school will be kept informed of amount credited at the account.

(d) It will be duty of the Link Branches as will be nominated by the State Bank of India, United Bank of India, United Commercial Bank and Central Bank of India in accordance with paragraph 3 to co- ordinate the implementation of the Scheme in respect of the Paying Branches attached to respective Link Branches and the Link Branches will also act as liasion between Calcutta Pay and Account Officer/Treasuries/Sub-Treasuries as the case may be and the Paying Branches attached to them.

(a) Within the first week of April, 1978, the Additional Deputy Director of Public Instruction (Secondary Education) will make allotment to the District Inspector of Schools (Secondary Education) not exceeding one-fourth of the relevant 1978-79 Budget Provision of grants-in-aid for Secondary Schools under Salary Deficit Scheme and the amounts so allotted will not exceed previous year's actual grants-in-aid being divided by four.

(b) On receipt of the allotment, the District Inspector of Schools(Secondary Education) will sanction grants-in-aid to individual school within his jurisdiction on an ad-hoc basis taking into account three months' anticipated salary deficit of the particular school. The total of the amounts so sanctioned by a District Inspector of Schools should not exceed the amount allotted in his favour and the anticipated three months' salary deficit of the Secondary Schools under his jurisdiction covered by Salary Deficit Scheme.

(c) Copies of the sanction orders should be sent by the District Inspector of schools (Secondary Education) to the Accountant General and concerned Treasury/Sub-Treasury/Pay and Accounts Office, Calcutta. In order to eliminate delay of payment at a Sub-Treasury the existing practice of Treasuries sending relative sanction to the Sub-Treasury for necessary action, should be dispensed with. The Sub-Treasury Officer may be supplied with a copy of sanction order direct by the D.I. of Schools (Secondary Education) and his specimen signature should be sent to the Sub-Treasury Office direct being attested by an Officer whose signature is on record with the concerned Sub-Treasury. As a measure of precaution the District Inspector of Schools may use a special seal in respect of sanction for payment at a Sub-Treasury and the special seal may be kept in the custody of Dist. Inspector himself.

(d) The School will present bills on the basis of sanction order and present them in the usual manner to the concerned Treasury/Sub-Treasury/Pay and Accounts Office, Calcutta after getting them countersigned by the respective Dist. Inspectors of Schools (Secondary Education).

(e) Under existing order all Treasury/Sub-Treasury and Pay & Accounts Office, Calcutta are required to be kept informed of the allotment of fund made in favour of

the drawing officer by the Controlling Officer. The Additional Deputy Director of Public Instruction (Secondary Education) will send copies of order of allotment to the Treasury Officer/Sub-Treasury Officer and Pay and Accounts Officer concerned. The Dist. Inspector of Schools will sub-allot total fund received by him and keep Treasury/Sub-Treasury/Pay and Accounts Officer informed of the amount upto which grant-in-aid bills will be cashed at each Treasury or Sub-Treasury or the Pay and Accounts Officer.

(f) Bill when presented at Treasury/Sub-Treasury/Pay and Accounts Office, Calcutta will be examined with reference to :

(i) Sanction order

(ii) Allotment of Fund

(iii) Verification of signature and countersignature on the grant-in- aid bills.

Treasury/Sub-Treasury/Calcutta Pay & Accounts Office will pass the bill after proper scrutiny for payment "of transfer" to the account of the school through Bank or by account payee cheque in favour of the school. In case of Treasury or Sub-Treasury where payment to school account "by transfer" has not been introduced and also where payment by cheque has not been introduced, the pay order will be for cash payment.

(g) On receiving payment, the schools will calculate the requirement for disbursement of salary payable in April, 1976 and will make payment to the teachers and staff. The balance of two months' salaries will be deposited in a Postal Savings Bank Account to be operated by Headmaster/Headmistress of the school, a representative of the school elected for this purpose and the Secondary of the school. Withdrawals will be made from this Account twice-once in the first week of May and secondly in the first week of June, 1978 for disbursement of salaries to the teachers and non-teaching staff of the school payable in May & June, 1978 respectively. In this account no other money of the school will be deposited and the money standing in this Account will be used only for the purpose of payment of salaries to teachers and the staff. This Postal Savings Bank Account will have to be produced to the Dist. Inspector of Schools (Secy.Edn.) with the next bill for drawal of grant-in-aid to establish that no diversion of money has been made for any other purposes.

B. Goswami
Deputy Secretary to the Govt.
of West Bengal

GOVERNMENT OF WEST BENGAL

No. 351 Edn. (S) Calcutta 22nd April, 1980.

The under-signed is directed by the order of the Governor to say that the Governor has been pleased to approve of the revised rates of audit fees etc. as shown in Annexure to be paid to the approved auditors for auditing the Accounts of recognised non-Govt. Secondary Schools in West Bengal with effect from 1st. February, 1980.

The Governor is also pleased to waive the prerequisite qualifications, experience bar of 2 years previously imposed on the appointment of auditors in secondary schools.

The expenditure on this Account should be borne by the school from its own fund built up by collection of development fee from the students.

Sd/- Illigible.

ANNEXURE

Rates of Audit fee including Daily Allowance

	Item	*Students*	*Existing Rate*	*Revised Rate*
1.	(High School) with average enrolment	upto 300	Rs. 100/-	Rs. 200/-
	—do—	301 to 400	Rs. 125/-	Rs. 250/-
	—do—	401 to 550	Rs. 150/-	Rs. 300/-
	—do	551 to 700	Rs. 175/-	Rs. 350/-
	—do—	above 700	Rs. 200/-	Rs. 400/-
2.	Jr. High School (4 Class)			
		upto 200	...	Rs. 100/-
	—do—	201 to 300	...	Rs. 150/-
	—do—	350 above	...	Rs. 200/-
3.	Jr. High School (2 Class)		...	Rs. 100/-
	Daily Allowance			
4.	For Chartered Account		Rs. 5/	Rs. 8/-
	For an Assistant		Rs. 2/-	Rs. 4/-

22 INSTRUCTION FOR PHYSICAL EDUCATION & WORK-EDUCATION

NATIONAL ANTHEM

Circular No. 15/57 Dated, the 7th June, 1957.

From : The Secretary, Board of Sec. Education, W.B.

To : The Heads of all recognised High Schools.

Sub : National Anthem.

It is regrettable that even after 10 years of the achievement of Independence, most of our boys and girls have learnt neighter the correct singing of the National Anthem nor the correct attitude to be taken up during the singing of the Anthem is assemblies. The Board, therefore, feels that all secondary schools affiliated to it should take the following measures to put an end to this unfortunate state of things.

(1) Every pupil should be made to learn the National Anthem by heart.

(2) Steps should be taken (with the help of teachers who have a musical bent) to teach the students the singing of the National Anthem in correct tune.

(3) Precise instructions should be given on a pupil's behaviour during the song and at its close. These are :

(a) As soon as the song begins everybody in the assembly should stand attention. There should not be the slightest movement on the part of any individual member of the assembly.

(b) During the song there should be perfect silence and no movement or disturbing in the auditorium.

(c) At the close of the song everybody should resume his/her seat with as little noise or disturbance, as possible. There should, in no circumstances, be any clapping of hands or any other form of appreciative utterances.

(d) Boys and girls should be told that people all over the world are proud of their National Anthem and, therefore, they sing them with all the dignity and solemnity that one can command. To smile, to move one's limbs or evince any lightheartedness will be showing disrespect to the National Anthem and is regarded as highly unpatriotic.

(4) An intensive drilling on the points noted above, should systematically be given, at least once every week if not oftener. The result achived after a period of six months should be reported to the Board.

(5) It is important to know that the whole song is not to be sung in assemblies. Only the first verse of the song is to be sung. Drilling in the correct singing of only the first verse is, therefore, necessary.

(6) Though the National Anthem is a popular song and should no be difficult to procure, steps are being taken to prescribed inclusiion of this Anthem in

text-books. Until then, the correct version of the song should be given to all the pupils.

(7) The time is not a difficult one and it is also not difficult to get at the correct tune. The National Anthem has been recorded by gramophone companies and it would be worthwhile for a teacher with musical bent to listen to such records so that the correct tune might be mastered and imparted to pupils. Those, however, who can read the musical notations may also consult the correct natations as have been published by Government. A copy of the natation is attached herewith.

(8) After 'Jana Gana Mana' has been properly learnt and children have been properly disciplined, efforts, as above, may be made with the other National Song, 'Bande Mataram' where also the first verse only is to be sung on ceremonial occasions. The correct notations of ' Bande Mataram' are also annexed herewith.

(9) To achieve better results, however, the two songs should not be attempted simultaneously.

D.P. Roy Choudhry
Secretary

NATIONAL FITNESS CORPS

GOVERNMENT OF INDIA
Ministry of Education
NATIONAL FITNESS CORPS

No. 11/4/66/Gen/FR

December 15, 1966.
Agra 24, 1888, SE

A. Introduction

National Discipline Scheme is a significant contribution to the nation by the late I.N.A. General J.K. Bhonsle. Being inspired by the late Prime Minister Jawaharlal Nehru, it started functioning in 1954 under the Ministery of Rehabilita-tion, Govt. of India. The aims, objectives and the evaluared results of the Scheme thereafter attracted everyone towards it. With a view to spreading this type of education, the same scheme was brought under the Ministry of Education, Govt. of India, so that the productive and useful training may be made available in all the Middle, high and Higher Secondary Schools throughout the length and breadth of India. Since then a separate Directorate was formed for the Scheme. To avoid duplication and wastage of time and money, an integrated programme including all the salient features of national Discipline/Scheme, Physical Education, Auxiliary Cadet Corps, has been formed, which is now being christened as "National Fitness Corps."

All the States/Territories have principally accepted this new programme and a dicision has been taken to make the programme compulsory in 84,000 Middle and High Schools. In some States and Territories the dicision has already been made compulsory.

In the mean time, all the 50 Physical Education Colleges and the two Central Training Institutes of National Fitness Corps will follow the integrated programme

and will produce the requisite number of Instructors. The existing 1,100 A.C.C. Teachers, 15,000 Physical Education Teachers and 7,000 National Fitness Corps Instructors have got to be reoriented by this time. The programme of reorientation has since begun for the last few years. Hitherto all the reoriented Teachers will be called as National Fitness Corps Instructors, who will definitely follow the syllabus as contained in the N.F.C. hand-book.

A.C.C. has been totally banned. Recruitment in National Discipline Scheme (National Fitness Corps) has also been discontinued. Now onwards it will be made by the Physical Education Branch of respective-States/Territories. The decision has been made by the Govt. of India, Ministry of Education,

to hand over the N.F.C. Instructors up to senior Gd-II, to the respective States/Territories. The N.F.C. programme reminds every citizen of the essential purpose of creating a sense of belonging to the nation being fit in every respect and remaining undivided and united as in Corps and working for the advancement of the motherland to her cherished goal, enshrined in the Constitution.

B. Some important information to the Heads of the Institution, as well as the N.D.S. Instructors concerned.

1. An N.D.S.I. is to be treated at par with the other teaching staff in an institution. Neither he/she is to be put to a work below the dignity of a teacher nor should be/she be given any kind of undue advantage.

2. The N.D.S. Instructors are meant exclusively for N.D.S. (N.F.C.) activities and everything related to it and is as such, never to be employed otherwise.

3. Each N.D.S.I. is to be given 5 periods daily or 30 periods a week or as many periods as other teachers are getting in the school.

4. The Head of the Institution is the direct Controlling Supervising Officer of an N.D.S.I. and is supposed to check up attendance, progress of work in general, items of syllabus and other activities of the N.D.S.I.

5. The Inspecting Officers of the N.F.C. paying surprise visits with a view to checking up the works, attandance etc. of an N.D.S.I. needs to be accorded facilities as may be necessary.

6. To maintain the standard of works, all the N.D.S.I. are to be given proper facilities and active assistance.

7. The rules and nature of duties for a Senior Grade–II Instructor posted in schools does not differ in any way from other Instructors in a school excepting that he/she is invested with the additional responsibilities to make the school a model one and to check up the activities of the N.D.S.I. and also occasional inspection duties of the Region as Sector in charge. The Senior Grade-II Instructors who are functioning as Sector-in-charge will be on inspection duty in his/her sectors when instructed by the Regional Office not more than 10 days in a month (the approved tours generally to take place in the first week of each month). On other days he/she will attend the school regularly to do his/her own duties.

8. For any kind of disobedience, irregularity, insincerity, incapability etc. on the part of an N.D.S.I, reports should immediately reach the Senior Supervisior, National Fitness Corps, Eastern Region, Calcutta (address as above).

9. Monthly absentee statement as stated vide this office Memo No.3/1/66/AD ER, dt. 19.11.66, is the most essential, without which the N.D.S.I. will not be paid his/her monthly payment.

10. N.D.S.I.will never take part in any political agitation, movement etc. and will always furnish the office with his/her vacational address after applying for station leave permision in any vacation.

11. An N.D.S.I. is expected to make class at a time comprising 40 to 50 students for better control and greater efficiency. Periodical mass ceremonial parade may be demonstrated once in a year. The turnout of the N.D.S.I. must be of first order. They will assist the Heads of the Institutions to organise functions in the schools and look after the general discipline.

12. During duty hours, an Instructor cannot leave the school without permission or he/she cannot visit the office if not permitted by the Head of the Institution and called from the Office.

13. The relation of an N.D.S.I. with the Senior Officers, Head of the Institution, staff and students will be good, ideal and cordial.

14. An N.D.S.I. must make himself/herself a specialist in all items and subjects. Exhibition of only a few items during inspection will be a bad record for an Instructor.

15. All applications, monthly progress reports and absentee statements must be countersigned by the Head of the Institution and in every application, the correct and complete address and Personal File No. of the Instructor should be written. It is to be seen that the Leave statements, Progress Reports, Annual CR. and Holiday List of the school be sent in time.

16. An N.D.S.I. should also bear in mind that he/she should inform the Regional Officer or the Liason Officer of the examination dates or of some likely holidays or similar occasions which are likely to arrest his/her works to avoid inspection during that particular period.

17. Applications for transfer under unavoidable circumstances and that also after the completion of 3 years may be sent to the Regional Office for checking. Such applications will be only entertained in January, February and March every year and not in other months, which may not be taken into account. For the States of Assam, Orissa, those applications will be routed through the concerned L.O's, of the States with their comments.

18. Application for permission to appear in any examination, must be sent in time to the Regional Office.

19. The N.D.S.I. being Central Govt. Servants cannot generally earn money from other sources.

20. The N.D.S.I.'s outside Calcutta who want to get their pay from the Regional Office, must apply through proper channel.

21. An N.D.S.I. must be with his/her proper uniform when he/she would be on duty or present in the Office, fortnightly meeting etc. They must invariably carry whistle, diary, lesson notes etc, during duty hours.

22. An N.D.S.I.will keep the daily attendance of the students of his/her class. He/shee will also keep all the records of activities of each period to evaluate the

progress of work at each week-end. He/she will teach all the activities as per directions of the syllabus and will use the equipments of the activities. Before starting the activities in any period, he/she must arrange for ground marking, equipments and lesson plans for the said class.

23. Problems of routine arrangements sometimes stand in the way of implementation of the scheme. Hence, to help in this connection, new model time-table are attached herewith, for guidance. The Heads of Institutions may choose any of them for their schools.

N. F. C. SYLLABUS

General Plan. of the National Fitness Corps.

Suggestions to Teachers

For any teacher of Physical Education it is necessary to understand clearly, the broad features of the National Programme. An attempt has been made in this chapter to include suggestions which may be useful to the teachers for effective implementation of the programme.

(1) Programme

The National Fitness Crops covers 8 items which have been classified under Core/ Compulsory and Optional activities as indicated below :

Items		*Core/Compulsory*	*Optional*
I.	**EXERCISE TABLES**	Two Tables prescribed for each class	(1) Mass P.T. Tables
II.	**DRILL & MARCHING**	All items as given in the class-wise syllabus.	(2) Yogic Exercise as recommended
III.	**LEZIUM**	All Exercises.	Class-wise.
IV.	**GYMNASTICS/ FOLK DANCES**	BOYS :	
(a).	*Gymanstic*	Fundamental positions ; Stunts, Gymnastics without apparatus ; Malkhamp ; Pyramids. GIRLS : Fundamental positions ; simple Stunts.	Vaulting Box ; Beam:Pommel Horse; Rope Climbing.
(b)	*Folk Dances*	BOYS At least one folk dance in three years, i.e. during classes V, VI & VII and two folk dances during the high school stage, i.e. during VIII to XI classes. In all, three minimum folk dances from V to XI classes.	Folk dances involving a good deal of physical exertion are recommended.

V.	**MAJOR GAMES ; MINOR GAMES AND RELAYS**	**GIRLS :** One folk dance of the region and another belonging to a different region for each class. Fundamental skills of Major Games	Folk dances of the region Participation in Major Games as
(a)	*Minor Games & Relays*	All items as given in the class-wise syllabus.	per facilities available.
VI.	**TRACK & FIELD EVENTS, TESTS AND HIKING**		
(a)	*Truck & Field*	Fundamental movements and techniques given class-wise	(1) Relays—Class VIII to XI (2) Javelin Throw—Discuss Throw—Classes XtoXI
(b)	*Tests*	National Physical Efficiency Tests.	(1) Standard Achievement (2) Strength/Stamina Tests.
(c)	*Hiking*	Hiking as recommended Class-Wise.	Cross-country
VII.	COMBATIVES	Simple Combatives.	Wrestling ; Judo for Boys and Jambia for Girls as per syllabus.
VIII.	NATIONAL IDEALS & GOOD CITIZENSHIP PRACTICAL PROJECTS, AND COMMUNITY SINGING OF THE NATIONAL ANTHEM AND EMOTIONAL AND NATIONAL INTEGRATION SONGS.		
(a)	*National Ideals & Good Citizenship*	As per subjects given in the class-wise syllabus.	
(b)	*Practical Projects*	Nil	As recommended in the syllabus.

of each class, one of the biggest class-rooms may be reserved for carrying out the N.F.C.Programme. In schools where the Programme is to be organised in such a class-room only arrangements for instruction in the activities of the Programme for one class only at a time can be made during the regular session. However, after the regular session two classes may have to work once a week as indicated in Time-Table No. 2—period 9.

On the basis of the requirements of open space/indoor space required for the Programme of N.F.C. time-tables have been worked out under 2 types as suggested below :

(1) Time-table No. 1 : for schools with some open space.
(2) play-grounds each of 60'x40' (and 1 door space).

(2) Time-table No. 2 : for schools with no open space at all but with some door space of 60'x40'/40'x25' or at least one biggest class room reserved for N.F.C. Programme.

As regard the sequence of activities to be covered for school children in the school time-table, the following order is suggested which may vary according to local conditions :

1. Instruction in National Ideals & Good citizenship ; Practical Projects & Community Singing.
2. Gymnastics ; Combatives ; Exercise Tables.
3. Drill & Marching ; Track & field Events/Tests
4. Games/Lezium

Enclosure to Annexure I

SUGGESTED TIME-TABLE FOR THE NATIONAL FITNESS CORPS PROGRAMME UNDER VARYING CONDITIONS—TIME-TABLE NO.I.

Details :- School with minimum open space for the conduct of N.F.C. Programme.
Time-table for schools with noon-session from Monday to Friday o125 & morning session on Saturday.

Monday	*Tuesday*	*Wednesday*	*Thursday*	*Friday*	*Saturday* X—VIII LONG RECESS
V	VI	VII	VIII	IX	National idea & Good citizenship ; Practical projects & Community singing.
V	VII	V	IX	X	Gymnastics Combatives Exercise tables.
VII/VIII	VIII/IX	VIII/X	V/VI	VIII/V	Drill & marching ; Track and field events/Tests.
IX/X	V/X	IX/VI	VII/X	VI/VII	Games/ Lezium.

** Where two classes are provided in one period, one class will have *Instruction period* and the other *Practice period* under another Instructor or Pupil Leader under the general supervision of the Instructor.

. WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park street,Calcutta - 16

No. SO/38(600) Date 17.1.1979.

From: Sri S.C. Roy,
Office-on-Special Duty,

To : The Secretary/Administrator,
(of all recognised High and Junior High Schools for Girls'
and also of Boys' High and Junior High Schools with co-education)

Sub : In-service training Course in Physical Education of three months' duration for Women teachers of physical Education of Secondary Schools.

Ref. : Board's Circular No. SO/301 (7500)
dt.the 22nd August, 1978

Sir,

I am directed to refer to the Board's Circular mentioned under reference which was also published in the 'Parsad Varta' in its Sept. issue 1978.

It has been decided that the Training Course in Physical Education of three months' duration for women teachers of Secondary Schools will be held from the middle of february, 1979 at the Post Graduate Basic Training College, Banipur(24-Parganas). Residential accommodation in the attached College Hostel for Women Teachers will be provided to the resident- trainees. A few day-scholars may also be admitted to the Course from the neighbouring Girls Schools/Co-educational Schools. The authorities of Girls Secondary Schools/Co-educational Secondary Schools should take advantage of the Training Programme proposed to be launched by the Board for improvement of the quality of Secondary Education. The terms and conditions have been laid down in the Circular under reference.

A proposal for deputing a lady teacher of your school below 35 years of age and appointed in a permanent vacancy may be sent to the Special Officer (Physical Education) immediately. Stipend at Rs.150 p.m. to the resident-trainees and actual T.A. will be paid by the Board. Day-Scholars will be paid Stipend at Rs.50/- p.m. A School having a physical Education Teacher with a degree or Diploma in Physical Education need not apply.

This may kindly be treated as extremely urgent.

Yours faithfully,
S.C.Roy.

Comment : N.F.C. programme under National Discipline Scheme or Bhonsle Scheme under Central supervision had once created an extraordinary bias for Physical culture activities in the school, though the scheme could not be introdued in every school. However, since the amlagamation of the scheme with Physical Education, It has lost its force. —Editor.

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta-16

No. S.O(M)/279 / 015-321/112 Date 13.12.79

From: The Secretary,
W.B.Board of Secondary Edn.

To : The Headmaster,
Mal Adarsha Bidyabhaban,

Sub : "Non-participation of a teacher daily at the assembly where 'National Anthem' is sung".

In clarification of Board's earlier circular on the subject of 'National Anthem', the undersigned is directed to state that it is the intention of the Board that all teachers and students of the school will attend the General Assembly when National Anthem is sung before the commencement of the school work. This should be made known to teachers and students alike. Any one deliberately and regularly avoiding participation in the General Assembly when the National Anthem is sung should be warned so that he may modify his attitude.

Sd/-A. Gupta
12.12.79
for Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Steet, Calcutta.

From : Sri N. Sinha No.S.O./180(5000)
Dt.23.4.80.

Secretary, W.B. Board of Secondary Education.

To : The The Heads of all Recognised High Schools in West Bengal.

Sub : Approval of Projects on Work Education (socially useful productive work) to be offered by students for the Madhyamik Pariksha (Secondary Examination) 1981 and 1982.

Sir/Madam,

Referring to the Board's Circular No.S.O/4(4500) dt. 2.1.1978 on Work Education Projects, I am to state that the Projects undertaken by the Schools and already approved by the Board for the Madhyamik Pariksha(Secondary Examination) 1980 will hold good for the Madhyamik Pariksha (Secondary Examination)1981 & 1982 unless schools make any addition to or alteration in their approved Projects. No

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Comment : Daily Assembly of teachers and students in the school ground before beginning of normal class work is a must, but where the open space for common assembly is practically absent, Daily Assembly function may be held in each class-room in presence of the class master (first period class teacher is known as class master). In that case, teacher's attendance in the school should be at 10-45 a.m. or 15 minitues earlier before the actual class work begins. Heads of the Institutions may proceed to take necessary steps, if this instruction is found to be violated. In summer or rainy season venue of school assembly may be shifted to respective class rooms. —Editor.

fresh approval of Projects is necessary in case the Projects approved for the Madhyamik Pariksha (Secondary Examination), 1980 continue for the Madhyamik Pariksha (Secondary Examination)1981 and 1982.

In case of alteration in, or addition to, the projects, already approved, schools have to apply for fresh approval of Projects to the Board by the 10th August, 1980 for the Madhyamik Pariksha (Secondary Examination),1981 and by the 10th August, 1981 for the Madhyamik Pariksha (Secondary Examination) 1982 in the form prescribed in the aforesaid circular mutatis mutandis.

The Heads of the Institutions who have already submitted their proposals for approval of Projects for the Madhyamik Pariksha (Secondary Examination), 1981 need not send their proposals again for approval.

A separate notification with revised syllabuses in work education (Socially Useful Productive Work) will follow for students who will be in class IX in 1981 and will appear at the Madhyamik Pariksha (Secondary Examination), 1983 and onwards.

Yours faithfully,

Sd/- N. Sinha (*Secretary*).

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta 16

Memo No. S/862 Dated 12.12.88.

From : Prof. Sudin Chattopadhyay, (Secretary)

Sub : *Approval of Work Education Projects*

Ref : Board's Circular No: S/574/(10,000) dt. 28.11.81 containing a Brochure on the revised syllabi of Work Education, Physical Education from 1982.

Dear Sir/Madam,

I am directed to state that the Board revised the Syllabi of Work Education through its Circular under reference and prescribed for IX-X eleven projects of Work Education namely :

1. Soap making, Phenyle making and ink-making (any two);
2. Household wiring and electrical gadget repairing or the assembling and repairing of transistor (or Radio) ;
3. Cultivation of cereals (Rice and Wheat) ;
4. Cultivation of Jute ;
5. Growing of vegetable and flowers ;
6. Growing of annual and biennial garden plants ;

Comment : The scheme of introducing Work Education and Physical Education in Secondary Schools from Classes VI to X had some lofty idealism instead of giving a formal scope of securing good marks in the Examination. But Alas ! in absence of active steps of the concerned teachers and supervision of the Heads of the Institutions, the scheme has almost become a lifeless routine work. Guardians too do not appreciate the scheme, since they think that home task on work education tells upon the seriousness of studies and expense of money as well. As a result, Work education and Physical education have neither created any bias for manual work or home industry, nor any interest for Physical culture respectively. —Editor.

7. Elementary spinning and weaving ;
8. Designing, Dyeing and weaving ;
9. Tailoring and needle work ;
10. Wood-work ;
11. Clay-modelling.

Through the said circular the Board asked the School authorities to select only one project. The School could select more than one project but not exceeding three. But a student was required to perform only one project from Class IX in which he/she was to be examined in the Madhyamik Pariksha. The School authorities had to obtained approval of project(s) of Work Education as per their choice out of the aforesaid eleven projects from the Board.

Thus subsequently it is found that there is duplication/repetition of work in approving a project out of the eleven projects already approved by the Board for the students of Class IX-X of recognized High Schools.

The matter engaged the attention of the Board for some time past and it was placed in the meeting of the 88th Executive Committee on 28.11.88 for consideration.

After careful consideration the Executive Committee resolved that :

(i) the said eleven projects already approved by the Board and circulated through Board's No. SO/574 (10,000) dt. 28.11.81 shall remain unchanged until further orders.

(ii) the school may select a project from the said list for the students of Class IX-X and a student will be required to perform only one project and he/she will be examined on that project at the Madhyamik Pariksha.

(iii) the school having high enrolment and other required facilities may select more than one but not exceeding three projects for separate groups of students and a student will be required to perform only one project from Class IX in which he/she will be examined at the Madhyamik Pariksha.

(iv) the School authorities will *not be required to obtain approval of the project* from the Board henceforth. They will simply inform the Board of their project in time (i.e. when introduced in Class IX). This will *take effect from the Madhyamik Pariksha 1989 and onwards* (i.e. students appearing at the Madhyamik Pariksha, 1989 & onwards will be permitted to be examined of the Project in Work Education selected by the School from the aforesaid eleven projects introduced in Class IX and 1987 & onwards without further approval from the Board).

(v) the School may change/alter its project(s) previously selected on condition that such change shall have to be made in Class IX & reported to Board and that new projects(s) are within the aforesaid eleven projects approved by the Board.

(vi) the newly recognised upgraded High School will also select their projects in the aforesaid manner.

All other terms, conditions & procedures as laid down in the Board's aforesaid Circular shall remain in force until further orders.

You are, therefore, requested to follow the aforesaid guidelines.

Sd/-Sudin Chattopadhyay
Secretary.

23 SCHEDULED CAST AND SCHEDULED TRIBES

G :25/7 No.146(1)
Registered No. WB/SC-132

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Part I—Orders and Notifications by the Governor of West Bengal,the High Court, Government Treasury. etc.

GOVERNMENT OF WEST BENGAL

SCHEDULED CASTES AND TRIBES WELFARE DEPARTMENT NOTIFICATION

No.48 TW/EC.—10th March 1980—in exercise of the power conferred by section 13 of the West Bengal Scheduled Castes and Scheduled Tribes (Reservation of Vacancies in Services and Posts) Act, 1976 (West Bengal Act XXVII of 1976), the Governor is pleased hereby to make the following amendments in the West Bengal Scheduled Castes and Schedules Tribes (Reservation of Vacancies in Services and Posts) Rules, 1976 (hereinafter referred to as the said rules) :

Amendments

In the said rules, in rule 10,—

(1) In clause (a), for the Explanation, Substitute the following explanation :-

"**Explanation :** Normal Zone of consideration in respect of promotion to any particular post or posts shall consist of such of the employees eligible for promotion to such post or posts according to the prevailing recruitment rules or procedure as occupy, when arranged in descending order of the seniority, five times the number of vacancy or vacancies actually available for filling up by promotion at the time of consideration."

(2) for clause (c) substitute the following clause : -

"(c) In the absence of a qualified Scheduled Caste or Scheduled Tribe candidate against a particular reversed vacancy, the reserved vacancy shall

carried forward till the next reserved vacancy occurs in the twenty-point roster but not beyond".

By order of the Governor,
M.Bhattacharya
Secy. to the Govt. of West Bengal.

EXTRACT FROM THE PROCEEDINGS OF THE MEETING OF THE ADVISORY BOARD FOR THE WELFARE OF SCHEDULED CASTES HELD ON 2ND JUNE, 1980.

Education Department might be moved for observing reservation in the Secondary Schools and Collectors of the Districts may be kept informed.

GOVERNMENT OF WEST BENGAL
SCHEDULED CASTES AND TRIBES
WELFARE DEPARTMENT
Writers' Buildings, Calcutta.

No. 55(35)TWEC Calcutta, the 14th March, 1980.

From : Dr. U.K. Ray, I.A.S.,Deputy Secretary.

To : The Deputy Secretary,
Education Department of this Government.

Sir,

I am directed to forward herewith 30 numbers of copies of this Department's Notification No. 48-TW/EC dated the 10th March, 1980 in corporating amendments in the West Bengal Scheduled Castes and Scheduled Tribes (Reservation of vacancies in Services and Posts) Rules, 1976 for your information and necessary action.

Steps may be taken from your end to forward copies of notification to offices subordinate to the Department.

Yours faithfully,
Sd/- U.K. Ray,
Deputy Secretary.

GOVERNMENT OF WEST BENGAL

SCHEDULED CASTES & TRIBES WELFARE DEPARTMENT
WRITERS' BUILDINGS

No. 95(46)TW/EC Calcutta, the 19th May, 1980.

From : Shri A.C. Sarbajna, Deputy Secretary.

To : The Secretary,
Education Department of this Govt.

Comment : Heads of the Institutions while forwarding requisition for Sc/ST teacher candidate as per approved letter or permission from the Dist. Inspector of Schools (S.E.) should approach the Employment Exchange (local as well as National Employment Exchange at Calcutta and send a copy of the same to the Dy. Secretary of SC/TW Department, Govt. of West Bengal, Writers' Buildings, Calcutta 700001. —Editor

Sir,

Minister of State-in-Charge of the Sch. Castes & Tribes Welfare Department desires that whenever vacancies are reported by the appointing authorities to the Employment Exchanges for allotment of candidates belonging to Sch. Castes, Sch. Tribes and others, copy of such requisitions may be endorsed to the employment Cell, Sch. Castes & Tribes Welfare Department, Government of West Bengal, Writers' Buildings, Calcutta-1, for wide publicity in the newspapers and amongst the voluntary organisations of Sch. Castes & Sch. Tribes.

Accordingly, I am directed to request you to kindly send copies of every letter of such requisitions to this Department in respect of the Head Quarters establishments of the administrative Department. Further, you are requested to issue necessary instructions from your end to the appointing authorities sub- ordinate to the administrative Department and also to the appointing authorities of the public undertakings under your Department and the concerned Local Bodies, advising them to follow the same procedure.

Yours faithfully,
Sd/- A.C. Sarbajana,
Deputy Secretary.

GOVERNMENT OF WEST BENGAL
SCHEDULED CASTES & TRIBES WELFARE DEPARTMENT
WRITERS' BUILDINGS

No. 358-TW/Cell Calcutta, the 29th August, 1980.

MEMORANDUM

The members of the District Welfare Committees for scheduled Castes & Scheduled Tribes are hereby authorised to inspect the Educational Institutions drawing various Educational grants from Scheduled Castes & Tribes Welfare Department.

The members of the District Welfare Committees intending to visit any of the said institutions within the jurisdiction of their own district will however inform the local Special Officer, Scheduled Castes & Tribes Welfare/Scheduled Castes & Tribes Welfare Officer well in advance of such visit.

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT, SECONDARY BRANCH

No. 710-Edn.(s) / 10M 51/80 Dt. Cal, the 16th Sept. 1980.

From : Shri R. Chowdhury,
Asstt. Secretary to the Govt. of West Bengal.

To : The Director of Secondary Education, West Bengal.

The undersigned is directed to forward herewith a copy of the memorandum No. 358-TW/Cell dated 29th August, 1980 from Scheduled Castes and Tribes Welfare Department, Government of West Bengal and to request that necessary

instruction in the matter may please be issued to all concerned including recognised Secondary Schools & Madrasahs

Sd/- R. Chowdhury
Assistant Secretary.

No. 1031(50)Edn.(Estt.) Calcutta, the 29th May, 1980.

GOVERNMENT OF WEST BENGAL
SCHEDULED CASTES & TRIBES WELFARE DEPARTMENT
WRITERS' BUILDINGS

Calcutta, the 29th October, 1980.

From : Shri J. Saha, Officer on Special Duty.

To : The Deputy Secretary, Education Department of this Government

Sub : Maintenance of reservation in Services and Posts for Sch. Castes and Sch. Tribes—Appointment of Teachers for Secondary Schools.

Sir,

In forwarding herewith an extract from the proceeding of the meeting of the Advisory Board for the welfare of Scheduled Castes held on 2.6.80. I am directed to say that in order to safeguard the interests of the Weaker Section of the society "The West Bengal Sch. Castes & Sch. Tribes (Reservation of vacancies in Services and Posts) Act, 1976" has been introduced with effect from 15th August, 1976 and Rules have been framed thereunder providing reservation of 15% of vacancies for Sch. Castes and 5% of the vacancies for Sch. Tribes in State Government Establishments, Local or Statutory Bodies, Corporations and Educational institutions as defined in Section 2 of the said Act.

You are, therefore, requested kindly to see that the provisions of reservation are properly followed in the matter of appointment of teacher in Secondary Schools (Government, Government Sponsored and Government aided) and issue necessary direction to the District Inspector of Schools (Secondary Education) in the matter.

Yours faithfully,
Sd/- J.Saha.
Officer on Special Duty

Note : The 3rd, 8th and 13th posts of the vacancies are reserved for SC & S.T
—Editor.

GOVERNMENT OF WEST BENGAL EDUCATION DIRECTORATE
Grants-in-aid Section

No. 1670(16) GA / IG – 80 Calcutta, the 1st. Dec. 1980.

From : The Director of Secondary Education, West Bengal.

Sub : *Reservation of Vacancies for Ex-Servicemen in Class III and Class IV employees in Aided High/Higher Secondary Schools.*

In connection with the above undersigned has to invite his attention to the Education Directorate's Memo No. 4830(154)-A dated 10.10.80 forwarding therewith a copy of the Education Department's Memo No. 806(60)-EMP dated 26.4.80. The Heads of all aided High and Higher Secondary Schools should be given necessary instructions for reservations of posts of Class III and Class IV employees for employment of Ex-Servicemen in aided High/Higher Secondary Schools strictly as per direction contained in the Education Department's Memo.No. stated above.

for Director of Secondary Education, West Bengal.

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta-700 016.

Circular No. $\frac{\text{2/Genl/81}}{\text{G/Misc/813}}$ Date 28.1.81.

To : The Secretary/Administrator all the Recognised Secondary Schools under this Board.

Sub : *Maintenance of reservation in services and posts for Scheduled Castes and Scheduled Tribes for appointment as Teachers in Secondary Schools.*

Dear/Madam,

I am directed to say that in pursuance of the Education Dept.Govt. of West Bengal, Memo No. 880 (2) dated $\frac{\text{28.11.80}}{\text{4A-31/80}}$ the President has been pleased to pass an order to the effect that reservations of posts of teachers (15% vacancies for Scheduled Castes and 5% for the Scheduled Tribes) be maintained in all Secondary Schools in the matter of appointment of teachers in order to safeguard the interests of the weaker section of society under the "West-Bengal Scheduled Castes and Scheduled Tribes (Reservation of vacancies in Services and Posts) Act, 1976," as defined in its section 2 of the said Act.

Yours faithfully,
Sd/- N.Sinha
Secretary.

Reservation of Vacancies for Candidates beloging to SC/ST Communities

A Roaster of 20 (to be repeated) is to be maintained in every school keeping 3rd, 8th, 13th & 18th Posts Reserved from 1976 onward. Before permission is obtained from the Dist. Inspector of Schools in respect of any vacancy (Teaching & non-teaching) the position in respect of posts created since 1976 and filled up should be shown positively in every case in the proforma shown below. The

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Comment : In the Roster of vacancies, of 20 teachers 3rd,8th, 13th and 18th post are to be reserved for SC/ST candidates, but if this was not followed in the past towards appointment of such candidates, in future appointment the number has to be covered. In appointing non-teaching candidates, this principle has also to be followed. Every school should prepare and preserve the roaster and the vacancy caused by resignation or retirement or by sanctional of additional posts, should be filled in or according to the same principle. — Editor.

Institution should maintain a bound register for the purpose in the same proforma in the school office for inspection by the Dist. Inspector of schools or his staff from time to time.

ROASTER OF VACANCIES FOR TEACHING AND NON-TEACHING POSTS

Year	Existing sanctioned : *Post-nos as on 1st April*	New sanctioned: posts nos. From 1st April	No of Incumbents SC/ST others Total : (col. 2 plus 3)
1.	2.	3.	4.
Position of Post No :	Reservation: Position	Post created since 1976 belong	
5	6		5
1	O	11	O
2	O	12	O
3	R	13	R
4	O	14	O
5	O	15	O
6	O	16	O
7	O	17	O
8	R	18	R
9	O	19	O
10	O	20	O

GOVERNMENT OF WEST BENGAL
Education Department
Secondary Branch

No. 676-Edn.(S) / 10M-34/82 — Dated Calcutta, the 20th September, 1982.

From : Shri S. Ghosh
Deputy Secretary to the Government of West Bengal.

To : The Director of Secondary Education, West Bengal.

The undersigned is directed to say that under various educational schemes, a considerable amount is spent by the Scheduled Caste and Tribes Welfare Department of the State Government for the benefit of the students belonging to Scheduled Castes and Scheduled Tribes. In almost all cases the amount is disbursed through the Heads of the respective Educational Institutions. Some com-

plaints about malpractices, at some levels, have been brought to the notice of the Government, from time to time. In order to enforce strict control over sanction and disbursement of such funds the District Officers and Inspectors of Scheduled Castes & Tribes Welfare Department have been instructed by their Department to visit the Educational Institutions concerned frequently to help the heads of such Institutions in proper utilisation of the funds including maintenance of accounts. Officers from the Secretariat will also visit, from time to time, the Institutions in connection with enquiries into complaints, if any.

It is requested that all the Educational Institutions may be directed to extend full Co-operation to the Schedule Castes & Tribes Welfare Department and the Directorate including the Inspectors in the work of inspection as and when necessary, in Educational Institutions in respect of sanction, drawal and disbursement of all grants which are directly sanctioned by that Department and its Directorate to such Institutions.

The District Inspectors of School(SE) should also be instructed to send copies of the orders granting recognition to hostels constructed from the grants sanctioned by the Scheduled Caste & Tribes Welfare Department and maintained by different schools to the Special Officers Scheduled Castes & Tribes Welfare/Scheduled Castes & Tribes Welfare Officers and Regional Inspector, Scheduled Castes & Tribes Welfare Jhargram so that the District Officers under the S.C.& T.W.Department may have with them complete list of approved hostels in their areas. Copies of guideline, if any with regard to minimum floor space a boarder in a hostel is entitled to, may also be sent to the aforesaid officers of the Scheduled Castes and Tribes Welfare Department/Directorate.

Sd/- S. Ghosh
Deputy Secretary.

West Bengal Board of Secondary Education
77/2, Park Street, Calcutta 700 017.

Circular No. S/864 Dated 12.12.88

Sub : Reservation of seats @ 15% and 5% for the students belonging to Scheduled Caste & Scheduled Tribe Community respectively in all the non-Govt. recognised and aided Secondary Schools in West Bengal.

There is a provision for reservation of seats at the rate of 15% and 5% for the students belonging to Scheduled Caste and Scheduled Tribe respectively in all Govt. and Govt. sponsored Schools in this State.

The Govt. of West Bengal decided and recommended that similar arrangement for reservation of seats for the students belonging to Scheduled Caste & Scheduled Tribes should also be made in aided non-Government Schools.

Accordingly, the matter was placed before the Executive Committee of the Board at its 80th meeting dated 15.2.88 for consideration. The Executive Committee careful consideration resolved that a provision be made to the effect that 15% and 5% of the total seats in all the non-Govt. & aided secondary schools recognised by this Board shall be kept reserved for stduents belonging to the Scheduled Caste and Scheduled Tribe Community respectively as in the Govt. & Govt. sponsored Schools in the State.

Heads of all non-Government aided Secondary Schools are informed accordingly and are requested for strict compliance.

Sd/- Sudin Chattopadhyay
Secretary.

GOVERNMENT OF WEST BENGAL
Directorate of School Education
6, Bhabani Dutta Lane (Top floor), Calcutta 700 073.

No. 637(17)-Sc/C Dated, Calcutta, the 15th April, 1989.

From : The Director of School Education, West Bengal

To : The District Inspector of Schools(SE)

Sub : Special stipendiary benefits to meritorious SC & ST students reading in Class IX.

His/her attention is drawn to this Directorate's Memo. No. 1190(17)-Sc/G dated 15th.7.88 regarding the above subject.

The above on-going scheme is to the extended at now to the meritorious SC & ST students reading in Class IX from the coming academic session. Accordingly a circular must be send to all the Secondary Schools.

The heads of institutions should be asked to submit the list of meritorious SC/ST students who would conform the following conditions :—

(1) Annual income of the guardian/guardians must not exceed Rs.18,000/-.

(2) Total marks secured in the last annual examination is not less than (a) 60% in case of SC students and (b) 40% in case of ST students. The above information must reach from the schools to his/her office by the 6th of May, 1989.

The heads of institutions should also be asked to obtain the option of students whose name has been included in the list as to whether he/she is willing to continue study in the old institution or any institution as selected by Govt. having residential accommodation and special coaching facilities. In case selected students like to continue study in the old institution he/she would be entitled to have the stipendiary benefits as admissible as per norms of the scheme.

District Inspectors of School (SE) Cooch Behar, Howrah, Murshidabad, Nadia and Calcutta should furnish a list of SC beneficiaries only as there is no quota for ST beneficiaries in these districts. The list of SC/ST students in duplicate prepared as per enclosed proforma should reach this office by the middle of May, 1989 positively.

Sd/- Joydeb Dasgupta
For Director of School Education,
West Bengal.

24 RAILWAY TRAVEL

BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 32/34 Dated, the 18th August, 1954.

From : The Secretary

To : The Head of all Recognised High Schools

Sub : Students Railway Concessional Monthly Tickets

The undersigned is directed to draw the attention of the Heads of recognised High Schools to the following rules regarding issue of students' Railway Concessional Monthly Tickets over the Eastern and North Eastern Railways :

1. EASTERN RAILWAY

(Ref : Letter No. CR/TM 1472-D/BF dated the 28th June, 1954
from the Chief Commercial Superintendent)

1. Rules.

(i) *Eligibility of students* : Students of all Schools including Primary and Secondary, recognised by the Education Department of the State in which the schools are situated are allowed the concession for travelling by rail daily between homes and schools.

(ii) Age Limit : Students of any age are elligible to the concessional fare both in the Calcutta suburban area including Howrah and non-suburban sections. In the case of Calcutta area including Howrah the concession is allowed to students aged 12 and above. Students below 12 years of age allowed half the fare allowed to the members of the public.

(iii) Non-Suburban area: In the non-suburban area the concession is limited to a radius of 30 miles between homes and schools.

(iv) Period of Issue : Monthly tickets are issued on any day from the first of a month to the end of a month and are available for a month but no less charge is made for tickets purchased on any day after the first of a month.

(v) Deposit Fee : In addition to the fare a deposit fee is payable for the first month, which deposit is refunded provided the tickets are returned to be station of issue on the last day of the month or on the first of the month following the month of issue.

2. Fares

(i) Suburban area : Two-thirds of the monthly season fares payable by the public are charged to the students aged 12 and above.

Comment : At present first class and second class concession monthly tickets are admissible to students. For this the student travelling from his residence to Institution is entitled to Rly. concession ticket. The school authority will procure the concession issue book from the nearest Divisional Superintendent's Office at Howrah or Sealdah, as the case may be. —Editor

(ii) Non-Suburban area : Twelve single journey fares are charged for students aged 12 and above and six single journey fares for students above 3 and under 12 years.

(iii) Minimum fares: The concession fares are subject to the following minimum :

	Suburban area	**Non-suburban area**
First Class	Rs. 4-0-0	Rs. 6-0-0
Second Class	No accommodation	Rs. 4-8-0
Inter Class	Rs. 2-0-0	Rs. 3-4-0
Third Class	Re.1-0-0	Rs. 2-7-0

3. Special forms for issue of tickets at the concessional fare

The Special Forms in use for the purpose are bound in books and are serially numbered. The forms can be had on application to the Divisional Superintendents concerned. On presentation of the forms duly signed by the Head Masters of the schools to the Station Master, Booking Clerks of the station where the journey originates, monthly tickets are issued at the concessional fare. Fresh forms duly signed are required for each month.

BOARD OF SECONDARY EDUCATION,WEST BENGAL

Circular No. 55/56 Dated, the 1st December, 1956.

From : The Secretary

To : The Heads of all recognised High Schools

Sub : Ticketless travel in Railway by Students.

The undersigned is directed to state that it has been reported to the Board that students, who travel by railway from their homes to school and back, do not always possess necessary tickets. The Railway authorities have found it very difficult to put a stop to the above malpractice and have sought the co-operation of all concerned to eradicate the evil.

Apart from the question of loss of revenue to the State the above evil practice encourages a sense of indiscipline among the students which has a far-reaching effect on their moral life. If reflects also on their conduct inthe schools and home. A student cannot grow into a useful citizens unless the proper sense of responsibility to the State is inculcated in him from early boyhood. The teachers of schools should, therefore, see that the students under them are inspired with the above sense. The evils of the practice of ticketless travel should be brought home to the students, and they should be made to feel that it is beneath their dignity to travel by train without tickets.

The students should also be kept informed about the special facilities such as concession tickets etc., which the railways offer to them. The rules regarding

Comment : Heads of the Institutions are expected to be cautions in issuing Rly. concession ticket since it involves risk and prestige at the same time. — Editor.

concession to students may be had on application from the Divisional Superintendent of the area concerned. The Headmaster should see that each student of his school, who regularly travels by train to attend school, possesses the necessary monthly ticket. A list of such students should be maintained and they should be asked to produce their monthly tickets to the Headmaster on some fixed date every month.

Attention of the Board, has however, been drawn to cases of fraudulent use of concession facilities offered to bonafide students. The Headmasters of schools are also reported to have put their signatures on application forms for concession tickets, which were either incomplete or contained inaccurate information. Heads of Institutions are requested to take special care in such matters, not only to prevent the loss to public revenue by fraudulent use of concession facilities, but also because of the risk of their being involved in a criminal case if any person guilty of such malpractice is prosecuted by Railway authorities in a court of law.

S.K. Sarkar
for Secretary.

WEST BENGAL BOARD OF SECONDARY EDUCATION

Circular No. 21/60 Dated 29th August, 1960.

From : The Secretary

To : The Secretaries and Heads of all
Recognised High Schools in West Bengal

Sub :- Dissemination of Civic Sense amongst the pupils.

The undersigned is directed to state that from a communication received from the Railway authorities it appears that certain social problems could be solved with the active co-operation of all concerned. The Problems, are the following :

(a) Lack of cleanliness in trains, waiting halls, waiting rooms and platforms :

(b) Bad Behabiour generally on Railway premises e.g. greater noise, less orderliness, not allowing passengers to detrain first, no queue habit and not keeping tickets and passes ready for inspection at entrace and exist ;

(c) Ticketless travel ;

(d) Unauthorised alarm chain pulling ;

(e) Pilferage, wanton destruction of Railway property even during normal time ; and

(f) Foot-board travel, improper use of lavatories etc.

The Railway authorities are making every possible effort to educate the travelling public in the country, but it is felt that the problem has to be dealt with on a wider basis in order to educate the coming generation in better behaviour befitting the country.

It is, therefore, requested that proper steps may be taken to inculcate Civic Sense in the pupils reading in the schools by arranging occasional talks so that they

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Comment : Since the issue of the above circular for maintenanance of discipline and decency in public places, much water has flowed through the Ganga and the Yamuna of the country and damage of public property and indulgence in all kinds of irresponsible behaviour of the Youths and Students of the country are rampant. It is only God knows where lies the remedy. — Editor.

may develop the proper attitude to public property, specially that of the Railways, which are National assets as well, and may not indulge in any kind of irresponsible behaviour of the nature enumerated above.

S.K. Sarkar
for Secretary.

EASTERN RAILWAY

No.COM/87/62 CF/HE Howrah, the 27th June, 1964.

The Heads of Institutions

Re: Rail Concession to students undersimplified (Revised) procedure-Disposal of used Concession Certificate Books (record foils) and monthly Students' Concession book.

It has been decided in consultation with Accounts Department that "Record Foils" of the Concession Certificates should be preserved for 3 years by the issuing Institutions carefully in their custody and prior to disposal the Institutions should obtained concurrence from the Chief Accounts Officer(T.A.), E.Rly., 16,Strand Rd. Calcutta.

Kindly acknowledge receipt of this letter.

Sd/- Illegible
for Divisional Superintendent

PROCEDURE

When applying for the supply of the above concession certificates to this office, kindly send me the price of each kind of the books Rs.2.25p. each alongwith your application. When this book is nearly exhausted please send your requisition to this office for further supply alongwith the cost thereof. As a measure of safety, these books should be kept in your personal custody. The following points should be specifically kept in view before the issue of concession certificates to your students and ensure correct issue of concession certificates to your bonafide eligible students, so as to avoid hitch on this account :

(a) The concession appearing in Sl. Nos. 5 & 7 of annexure to rule 401 of I.R.C.A.Coaching Tarriff No. 18. Part I, is inadmissible to students of Institutions, such as day or night adult schools intended for the spare time education adult wage-earners.

(b) Rail concession appearing in Sl. Nos. 5 and 7 of annexure to rule 401 of I.R.C.A.Coaching Tarriff No. 13 Part I, is admissible to the professional trainees provided they should be full time.

(i) Their course of training should be full time.

(ii) No salary or stipend exceeding Rs.30/- per month is paid to them during the training.

(iii) No other facility like free or concessional boarding and lodging etc. is allowed.

(iv) A recognised examination is required to be passed.

(v) A Certificate from a recognised all India or State Institution testifying to their professional competence of the course is also required to be obtained.

(vi) The trainees should not be assured of any job on successful completion of their training. A condition that on completion of course of training the trainees should complusorily serve for specified period is not to be taken as an assurance of a job.

(c) Rail concession appearing under Sl.Nos. 5 & 7 of annexure to rule 401 of I.R.C.A. Coaching Tariff No. 18 Part I, is a admissible to the pupils in teachers' training schools/colleges provided their salary or stipend or deputation allowance does not exceed Rs.30/- per month.

(d) Rail concession appearing in Sl.No. 7 of annexure to rule 401 of I.R.C.A. Coaching Tariff No. 18 Part I, is admissible to bonafide students of recognised schools /colleges institutions when they travel in parties of not less than ten for educational purposes and to visit places of artistic importance. The Heads of the Schools/Colleges/Institutions should be clearly apprised of these rules while supply concession certificate book for the purpose.

(e) The simplified revised procedure wil not apply for research Scholars who are eligible for concession under Sl. No. 7 of annexure to rule 401 of I.R.C.A. Coaching Tariff, Part I, when they travel individually in connection with their research work and the existing procedure regarding grant of rail concession will continue in their case.

The signature of students on the concession certificates should be taken in your presence which will be examined by the Booking Clerks, Ticket-Checking Staff to see that it tallies with the signature so as to guard against fraudulent use of these certificates.

There should be no alteration or erasing on these certificates, otherwise it would not be accepted for issue of concessional tickets.

WEST BENGAL BOARD OF SECONDARY EDUCATION

Circular No. 27/64 December 15, 1964.

To : The Heads of all recognised X-Class and XI-Class Schools

Sub: Student Round Tour Concession

The undersigned is directed to enclose a copy of Circular letter No. C.90/O/BF(R) dated 21st November, 1964 from the Chief Commercial Superintendent, Eastern Railway, along with its enclosures on the subject noted above for the information of all concerned.

A. Gupta
for Secretary.

Encl : as stated

"The concession of Round Tour Tickets admissible previously vide Serial No. 7(10) of Annexure to Rule 401 of I.R.C.A. Coaching Tariff To.18 Part I has also been revived in respect of Students in parties of not less than ten (10) referred to in this office circular letter under reference.

The Heads of the schools or colleges who sponsor the tour should intimate will in advance to this office in case the toar originates from station on this Railway,

particulars of the literary places of interest to be visited etc., in the form attached alongwith names, age and sex to enable the undersigned to issue Round Tour Concession Order.

I shall be glad if you will give wide publicity of this concession amongst the Heads of the Schools/Colleges under your jurisdiction.

The receipt of this letter may kindly be acknowledged.

Yours faithfully,
Sd/- Illegible
For Chief Commercial Supdt.

Certificate for obtaining Concession Orders for Educational Trips

From : ______________________

To : The Authorised Officer,
________________ Railway,
________________ Station.

This is to certify that ________________ students named below are bonafide students on education trip sponsored by ________. The particulars of identity are given below. They will be accompanied by the following teachers :*

Seal of School /
College / Institution
______________ Station
______________ Date

Headmaster/Headmistress/Principal

Certified that ________________________________ is an institution recognised by ______________________

Seal of Office
____________ Station
____________ Date

Registrar, University/
Secretary,Board of
High Schools & Intermediate Education.

Certificate for obtaining students' cencession for Educational Tours in parties of not less than ten

From : ____________________

Office Stamp of
School/College

To : The Cheif Commercial Supdt.
Eastern Railway,
Calcutta.

This is to certify that__________ (No. in words) boys/girls named below are bonafide students of my School/College and are proceeding on educational tours sponsored by the School/College.

The tour is directly connected with their course of study and is a necessary part of the curriculum.

They will be travelling from_______ (station) to _______ (station) and concession order for their journey may please be issued avilable up to_________

No.	Names of students	Sex	Age
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

Station__________________

Date____________________

Principal/Headmaster/Headmistress

Note : (i) Return tickets are not issued. A separate application should be made for each journey.

(ii)Entries not required should be scored out.

No.________

Comment : The ratio of teacher-guide is not given or indicated. However, at least one teacher for a group of ten students is desirable. —Editor

CONCESSION CERTIFICATE

Certificate for obtaining concession orders for teachers

In parties of not less than four

From :__________________________

To: The Divisional Superintendent
Eastern Railway, Sealdah

This is to certify that________ teachers named below are bonafide teachers of my school and are proceeding on educational tour of places of historical, geographical and cultural importance.

They are travelling from______ (station) to________ (station) and a concession order for their journey may please be issued available upto_________

(Probable date of starting)

Note: (i) Entries not required should be scored out.

(ii)Return tickets are not issued. A separate application should be made for each journey.

Nos.	Names of teachers	Nos.	Names of Teachers
1.		11.	
2.		12.	
3.		13.	
4.		14.	
5.		15.	
6.		16.	
7.		17.	
8.		18.	
9.		19.	
10.		20.	

__________________________ Station

______________________ Date

Headmaster/Headmistress/Principal/
District Inspector of Schools/
District Inspectress of schools
District Education Officer/
Sub-Divisional Education Officer

EASTERN RAILWAY
OFFICE OF THE DIVISIONAL SUPERINTENDENT
SEALDAH
No.G.75/3B/M/Con.

Date:....................

To

The Principal/Headmaster/Headmistress/
Superintendent/Secretary

Sub: Supply of students' Monthly concession order book (Com.-C-53)

Ref: Your letter No.................... dated......................

As asked for in your letter quoted above,.......book/books from No. ..... to No. ..... containing foils from No. .....to No........has/have been sent to you per bearer of your above quoted letter by/Registered Post on.......

The "Record foils" of the concession certificate should be preserved for 3 years by the issuing institutions very carefully under save custody. Before destruction of the above foils the institution should obtain prior concurrence from the Chief Accounts Officer (T.A. Branch). Eastern Railway, 16 Strand Road, Calcutta.

You are requested to send monthly statement to the aforesaid Office direct as per proforma appended below by the 10th of the month following which the same relates to duplicating a copy to this office. In the case of your failure to submit the statement in time to CAG/TA as stated above, the supply of monthly concession order book will be stopped in your favour forthwith. Please acknowledge receipt of the above noted book/books.

Proforma of the Statement

Statement of Monthly Concession Ticket Order issued to the students of........School/College during the month of......197 .

Sl. No.	Concession No.	Date of Issue	From	To	Name of Student	Age	Remarks

Yours faithfully,
For Divisional Superintendent
Sealdah

EASTERN RAILWAY

No.Com/87/66/CF/HE Howrah, the 15th May, 1977.

To : The executive Secretary,
West Bengal Headmaster' Association.

Dear Sir,

Re : Eligibility of Student's who appeared at the last H.S.Examination for Students Concession.

Ref : Your letter No. WA/3167 dt. 4.5.67.

With reference to your letter under reference I have to state that the concession only for the purpose of going home appearing in Serial No. 5 of Annexure to Rule

No.1 of I.R.C.A. Coaching Tariff No. 19 P.I., may be allowed to students of recognised schools, colleges, etc. who have completed their School or University Examination and who are no longer on the rolls of their respective schools or colleges for a period not exceeding three months from the date of completion of the Examination subject to the production of the following :

(i) A Certificate to the effect that the applicant was a bonafide student of (school/college) and appeared in the examination held by the....... School/University which expired on.....(date) signed by the Head of the Institution last attended by the applicant ;

(ii) A declaration by the applicant that he is still unemployed countersigned by a Gazetted Officer.

2. For availing this concession the certificates referred to above should be produced to the Chief Commercial Supdt. E. Rly. Calcutta or to the Divisional Superintendents of this Railway in cases where journey originates from stations over this Railway who in turn will issue necessary letter of authorisation permitting the station staff to issue tickets at concessional rates.

In this connection, necessary instructions have already been issued to the Director of Public Instruction, District Inspectors and District Inspectresses of Schools, Secretary, Board of Secondary Education, West Bengal, by the Chief Comml. Supdt., E.Rly. Calcutta, as per his Circular letter No. C.96/G/BF dt. 25.6.63.

Yours faithfully,
C. Bhadra
for Divisional Superintendent

MINISTRY OF RAILWAYS (RAIL MANTRANALAYA)
(Railway Board)

No. TG/II/2021/75 New Delhi, 1.8.1977.

To : Shri Prodyot Kumar Sinha,
General Secretary,
West Bengal Headmasters' Association

Dear Sir,

Sub : Rail Concession-Teachers

With reference to your letter No. 277/1, dated 11th July, 1977 addressed to the Ministry for Railways on the Subject, I am directed to state that the facility of rail travel concession has since been extended to the individual teachers of recognised Educational Institutions for undertaking Educational Tours provided they produce requisite Certificate from the District Educational Officer concerned. The facility can be availed of directly by approaching the Railway Administration concerned on fulfilment of the prescribed conditions.

DA : NIL

Yours faithfully
M.L. Wattal
for Secretary, Railway Board.

EASTERN RAILWAY
CONCESSION CERTIFICATE NO. ....
Certificate for obtaining concession order for teacher/teachers

From:______________________ Ofice Stamp of the School

To: The Chief Commercial Superintendent.
The Divisional Superintendent,
.... (Railway)
....(Station).

This is to certify that.........teacher/teachers named below is/are bonafied teacher/teachers of my School and is/are proceeding on educational tour of places of Historical, Geographical and cultural importance.

They are/ he is travelling from ....(Station) to ....(Station) and a Concession order for his/their journey may please be issued available upto.....(probable date of starting).

Note:—(i) Entries not required should be scored out.

*(ii) Return ticket/tickets is/are not issued. A separate application should be made for each journey.

Nos.	Name of teacher(s) Name	Sex	Age	Nos.	Name of teacher(s) Name	Sex	Age

...........................(Station) Head Master/Head Mistress/ Principal/ District
...........................(Date) Inspector of Schools District Education Officer Sub-Divisional Education Officer.

D.SINGH
4/7/78

The following letter is published for information of the Heads of all Secondary Schools recognized under this Board.

Dear Sir,

Sub : Railway Concession to students of SC/ST

Comment : Reference to above circular, an individual teacher or the Head of the Institution has been entitled to rail travel concession for any educational tour. For this, a certificate from the Dist. Inspector of Schools about the bonafide character of the applicant is to be procured. The Heads of the Institutions should better contact the Division Superintendent's Office for more information.

*Return Tickets will be issued by the Station Master of the destination after their reach. So the Head of the Institutions would issue the certificates for the return jouney under his signature and office seal on school writing pad according to proforma given above. It is reported that teacher or teachers are sometime harassed by the Rly. authority on the plea of incompleteness on this or that ground, and their motive lies in getting undue privilege from the tourists. —Editor

"Reference Board's XDR No. TCII/2010/88/Misc. dt. 4.5.89. As per Note to Sl.No. 4 of Annexure to Rule 10A of IRCA Coaching Tariff No. 28, Part I (Vol.II) students of Scheduled Caste and Scheduled Tribes shall be granted the concession of being charged at 50% of the normal concessional fare admissible to students in general. Besides the usual certificate from the head of the recognized educational institution, each student should produce a certificate issued by the Head of the educational institution of an attested copy of the certificate issued by authorised territory that he/she is a bonafide student belonging to the Scheduled Caste or Scheduled Tribes. It is observed that normally the Head of the Educational institution makes an endorsement on the concession order itself to the effect that the student concerned belongs to Scheduled Caste/Scheduled Tribe. However, complaints have been received that in some cases certificates are not being accepted and a separate certificate is asked for to avail of the concession by the students of Scheduled Castes/Scheduled Tribes. It is clarified that the concession can be granted to the students of Scheduled Castes and Scheduled Tribes on the authority of the endorsement of the concession order by the educational institution also".

You are, therefore, requested to give wide circulation of the aforesaid instructions to all of your Institutes for their information and action as necessary so that the genuine students may avail the facilities as extended.

Kindly acknowledge.

Yours faithfully,
Sd/- Illegible
For Divl. Railway Manager,
Sealdah.

25 PENSION

GOVERNMENT OF WEST BENGAL
Education Department
Secondary Branch

No. 85– Edn.(S) / IP– 6/79 Dated, Calcutta, the 28th/2nd Jan./Feb. 1981.

From : Shri R. Chowdhury
Assistant Secretary to the Government of West Bengal.

To : The Director of Secondary Education, West Bengal.

Sub : *Recognised Non-Government Secondary Institutions Pension Rules.*

Ref : His Notes dated the 24th April, 1980
recorded in B.O. File No. S-IP-6/79.

The undesigned is directed to say that in terms of this Department's Order No. 1535-(S) dated the 3rd August, 1972 condonation for a break in service not exceeding 12 months, occurring after the promulgation of the aforesaid rules , is not necessary and that service prior to such a break shall automatically count towards pension. A question has now arisen whether condonation for such a break not exceeding 12 months before the promulgation of the said Rules, is necessary or not.

2. After careful consideration , the Governor is pleased to decide that where a break in service not exceeding twelve months occur prior to promulgation of the aforesaid Rules, condonation for such a break by any authority is not necessary and that service prior to such break shall automatically count towards pension, provided that the break in service was not caused by dismissal or removal from service, as a measure of penalty.

3. This order issues with the concurrence of the Finance Department vide their U.O. No. Group B/2767 dated the 22nd January, 1981.

4. The Accountant General, West Bengal and the Pay and Account Officer, Calcutta Pay and Accounts Office have been informed.

Sd/- R. Chowdhury *(Assistant Secretary)*

GOVERNMENT OF WEST BENGAL
Education Department
Primary Branch

No. 261/2 (Edn.) (P) / 4A– 3/80 Dated Calcutta, the 7th April 1981.

From : Shri H. Banerjee.
Deputy Secretary to the Govt. of West Bengal.

Sub : *Counting of past services of teachers in Primary Schools serving in*

recognised Secondary Schools towards pensionary benefits under the Recognised Non-Government Secondary Institutions Pension Rules.

The undersigned is directed to say that there is good number of teachers originally appointed in primary schools and subsequently transferred to the recognised secondary schools. This category of teachers were in course of time absorbed/appointed in the recognised secondary schools with the approval of the competent authority. A question of counting the past approved services rendered by these teachers in Primary School for the purpose of pensionary benefits as teachers of recognised secondary schools has been engaging the attention of Govt. for some time past.

After careful consideration the Governor is pleased to decide that the past approved services rendered by teachers of primary schools who have subsequently been absorbed/ appointed as teachers in the recognised secondary schools with the approval of the competent authority shall count towards pensionary benefits subject to the condition specified in rule 10 of the recognised Non-Govt. Secondary Institutions Pension Rules, 1966. Necessary amendment to the Recognised Non-Government Secondary Institutions Pension Rules, 1966 incorporating the above decision will be issued separately.

This order issued with the concurrence of the Finance Department vide their U.O. No. Group B 2865 of 19th March, 1981.

The Accountant General, West Bengal and the Pay and Accounts Officer, Calcutta Pay and Accounts Office have been informed.

Sd/- H. Banerjee
Deputy Secretary

GOVERNMENT OF WEST BENGAL
Directorate of School Education
School Pension Section

No. 261/2(Edn.) (P) / 4A – 3/30 Dated, the 29th August, 1983.

From : The Dy. Director of Secondary Edn. (GA), West Bengal.

To : The D.I. of School (S.E.), Hooghly,

Sub : Approval of appointment of the teachers and non-teaching staff of the recognised Secondary Schools/ Madrasahs.

In connection with the above the undersigned has to state that there is a good number of teachers and non-teaching staff in recognized Secondary Schools/Madrasahs, both aided and unaided appointed against permanent posts and serving continuously without obtaining any order of approval of their appointment from the competent authority.

Now, while consideration sanction of pension to the retired incumbents, the question of continuing qualifying (approved)service has attracted further attention for the purpose of audit by the Account General, West Bengal. Besides furnishing the contemporary evidence to establish approved service, it has now been considered necessary to furnish the order of approval of appointment in respect of the approved services of the retired incumbents in respective school (s).

He is, therefore, requested, while processing the pension cases for onward

transmission to this Directorate, to examine particularly whether order of approval of appointment of the incumbent for the entire period of service claimed as qualifying was issued from the competent authority and in case this is wanting, he is hereby requested to issue *post-facto* approval in respect of his services in the school (s) of his district. In this connection Govt. Order No. 536-Edn.(E)S / 9A-9/80, dt. 16.7.80 may kindly be recalled. While issuing post-facto approval as stated, above, he will, however, be satisfied beforehead that :

(1) The institution was a recognized one at the relevant time ;

(2) The appointment of the incumbent was followed by the resolution by the resolution of the Managing Committee ;

(3) The appointment was against permanently sanctioned post ;

(4) The contemporary evidence in the prescribed proforma duly declared by the incumbent and corroborated by a contemporary person has been submitted.

For further checking in this Directorate, an attested copy of the order of recognition or any other document (preferably an attested copy of the Matriculate Certificate of a student appearing from the school during or before the relevant year to establish the school enjoyed recognition at that time and the form of contemporary evidence duly filled in and declared by the incumbents, corroborated by another contemporary person and countersigned by him) should also be submitted along with the attested copy of the order of approval of appointment of the incumbent.

The pension cases already submitted by him without any such order of approval of appointment of the incumbent, are being referred back to the school (s), and he is requested to do the needful accordingly.

This may please be treated as urgent.

Sd/- Illegible
Dy. Director of Seconday Edn. (GA),
West Bengal

GOVERNMENT OF WEST BENGAL
Education Department
Budget Branch

No. 411-Edn(B) / 10/HMS/82 — Dated Calcutta the 16th September, 1983.

From : Shri M.N. Sinha Roy, I.A.S.
Deputy Secretary to the Govt. of West Bengal

To : The Director of School Education, West Bengal

Sub : Ex-gratia increase in pension.

The undersigned is directed by order of the Governor to say that the Governor is pleased to direct that an ex-gratia increase in pension of Rs. 40/- per month will be given with effect from 1.9.83 to those teaching and non-teaching employees of Primary and Secondary Schools (Jr. High, Higher Secondary including Jr. and High Madrasahs) who retired before 1.4.81 and who have been sanctioned or will

be sanctioned pension according to the rules laid down in G.O. No. 1610-Edn. (S) dated 18.7.68 subsequently amended and No. 2299 - Edn (P) dated 12.12.72.

The charge will proceed against the appropriate head in the budget estimate.

This order issues with the concurrence of the Finance Department vide their U.O. No. Gr. J/765 dated 22.8.83.

The Accountant General , West Bengal and Pay and Accounts Officer, Calcutta Pay and Accounts office have been informed.

Sd/- Illegible
Deputy Secretary

GOVERNMENT OF WEST BENGAL
Education Department
Budget Branch

No. 502(4)–Edn(B) / 10/HMS/82 Dated Calcutta, the 21st December, 1983.

From : Shri S. Ghosh
Deputy Secretary to the Govt. of West Bengal

Sub : *Introduction of revised pension schemes for the employees of Non- Govt. / Sponsored Educational Institutions, including employees of Non-Govt.- /Sponsored Libraries.*

The undersigned is directed to state that the Second Pay Commission, West Bengal made recommendations about retirement benefits to the employees of Non-Govt. Educational Institutions. The Above recommendations have been considered by the Government and the Governor is pleased to direct that with effect from 1.4.81 retirement benefits at the same rates as are admissible to the employees of the State Government will be extended to the employees of the Non-Government/Sponsored Educational Institutions, including employees of Non-Government/Sponsored Libraries who were in active service on or after 1.4.81 and whose salaries and allowances are paid by the Education Department, Government of West Bengal in lieu of the existing retirement benefit subject to the fulfilment of certain conditions as will be prescribed in the scheme and subject to the following further conditions that :

(1) The Period of service for which contribution towards C.P.F. was paid by the employer will be taken account subject to the refund of the employer's contribution together with interst accrued thereon. Employee's contribution together with interest accrued thereon will be transferred to the G.P. Fund account.

(2) Some persons have already drawn the employer's share of contribution together with interest accrued thereon and are not able to refund the same in cash. In that case, the employer's share of contribution together with interest accrued thereon to be refunded to enable them to avail of the benefit of pension etc. should be calculated after adding to thereon an additional interest @ 6.5% compound from the date of drawal of the said amount to the date of refund/adjustment and the said amount should be adjusted against the amount of gratuity reported admissible. If there is some amount still remaining due, it would be adjusted against the amount of arrear pension to be paid to such employees of Non-Government aided/sponsored Institutions/libraries and thereafter, if necessary, by non- payment of pension till recovery

of the total amount to be refunded. After full recovery of the dues including interst, the incumbents may be allowed their monthly pension. The incumbents concerned will have to give a written undertaking to the effect that they have no objection to such recovery in a form prescribed for this purpose in consultation with the L.R. West Bengal. A model form for such declaration will be forwarded to the Directors in due course. The following paragraph should be added to the pension sanctioning memo :—

"The pensioner having already drawn an amount of Rs............. only from his C.P.F. and gratuity, if any, the amount along with compound interst @ 6.5% p.a. from the date of drawal of C.P.F. money

and or gratuity to the date of deposit adjustment has been recovered at his/her own request, from his/her monthly pension for the period from ....to............and the pensioner may be allowed

to draw a pension of Rs.....................(I.W.) only for the month of ....of the year............and thereafter @ Rs........W.Per month only as sanctioned in para.........of this memo."

(3) The period of service for which contribution toward C.P.F. was not paid by the employer will be taken into account as qualifying sercice for pensionery benefits.

Necessary schemes are being framed and will be circulated shortly.

This order issues with the concurrence of the Finance Department vide their U.O. No. 1057 Group J dated 20.12.83.

All concerned have been informed.

Sd/- Illegible
Deputy Secretary

GOVERNMENT OF WEST BENGAL
FINANCE DEPARTMENT
MEMORANDUM

No. 136-Edn.(B) Dated 15.5.85

The Second Pay Commision, set up by the Government of West Bengal in terms of Finance Department Resolution No. 9716-F dated 16.11.77 made recommendations for allowing retirement benefits to the teaching and non-teaching employees of different educational Institutions.

2. After careful consideration of the recommendations, the Governor is pleased to direct that retirement benefits at the rates described in the West Bengal Recognised Non-Government Educational Institution Employees (Death-cum-Retirement Benefit) Scheme, 1981 enclosed as Annexure-I will be admissible to all wholetime approved teaching and non-teaching employees of the non-Government/Sponsored/Aided Institions as shown in Statement - I, who were in active service on or after 1.4.81 subject to the following conditions. Persons who retired from service prior to 1.4.81 will not get these benefits.

3. (a) Same as provided in para 5 (a) of this Memo. Persons recruited on or after 1.4.81 will automatically be governed by this West Bengal Recognised Non-Government Educational Institution Employees (Death-cum-Retirement Benefit)Scheme, 1981.

(b) Persons who were in service on 1.4.81 will have on option, either (i) to continue to be governed by the existing rules governing retirement benefits

Or, (ii) to come under the West Bengal Recognised Non-Government Educational Institution Employees (Death-cum-Retirement) Scheme, 1981.

4. (a) Persons willing to come under clause 3(b) (ii) and opting for the benefit of pension-cum-gratuity shall apply in writing to the Head of the Institution/Organisation stating that he/she is willing to refund to Government the employer's share contribution together with interest accrued thereon, credited against his/her Contributory Provident Fund Account and that his/her own share of contribution with interest thereon transferred to the General Provident Fund Account. The Head of the Institution/Organisation will take necessary action and intimate the Director after transferring the amount. The Head of the Institution /Organisation will maintain the General Provident Fund/Contributory Provident Fund Account as the case may be. The entire fund relating to Contributory Provident Fund will be made available to the Director, the employers' share with interest would be credited to the Revenue head of Government and the employers' share will be credited to his newly opened General Provident Fund Account.

The amount of employers' share of contribution to the General Provident Fund together with interest required to be refunded or actually refunded shall have to be recorded in an appropriate space in the Service Book under proper attestation.

The Director or any Government Officer authorised by him will attest the entry in the Service Book. The period of contribution to Contributory Provident Fund Should also be recorded in the Service Book.

(b) Some persons have already drawn the employer's share of contribution together with interest accrued thereon and are not able to refund the same in cash. In order to enable them to avail themselves of the benefit of pension etc. in such cases, the employer's share of contribution together with interest accrued thereon should be refunded with interest at 5% simple on the amount actually drawn, calculated from the date of drawal of the said amount to the date of refund/adjustment, and the said amount should be adjusted against the amount of gratuity reported admissible. If there is some amount still remaining due, it should be adjusted against the amont of arrear pension to be paid to such employees of Non-Government /Sponsored/Aided Institutions, as shown in Statement-I and thereafter, if necessary, by non-payment of pension till recovery of the total amount to be refunded.

The date of drawal, the amount of employers' share together with interest thereon should be recorded in the Service Book and the same should be attested by the Director or any Government Officer authorised by him after due verification. After full recovery of the dues including interest, the incumbents may be allowed their monthly pension. The incumbents concerned will have to give a written undertaking to the effect that they have no objection to such recovery in a form prescribed for this purpose in colsultation with the Legal Remembrancer West Bengal. A model form for such declaration will be forwarded to the Directors in due course. The following paragraph should be added to the pension sanctioning memo :

"The pensioner having already drawn an amount of Rs. ... (in words) only from the Contributory Provident Fund and/or gratuity if any, the amount along with simple interest 5% p.a., from the date of drawal, of the Contributory Provident

Fund money and/or gratuity to the date of deposit/adjustment has been recovered at his/her own request, from his/her monthly pension for the period from .... to .... and the pensioner may be allowed to draw a pension of Rs. .... (in words) only for the month of .... of the year .... and thereafter @ Rs. .... (in words) per month only as sanctioned in para .... of the memo."

(c) The period of service for which contribution towards Contributory Provident Fund was not paid by employer will also be taken into account as qualifying service for pensionary benefits.

5. (a) The existing employees appointed prior to 1.4.81 shall be required to opt within 90 days from the date of issue of this Scheme amongst the Non-Government / Sponsored / Aided Institutions for either of the two retirement benefits mentioned in para 3 (b) above and also opt within the same period which of the benefits referred to in para 4 of the West Bengal Recognised Non-Government Educational Institutions Employees (Death-cum- Retirement Benefit) Scheme, 1981, they intend to elect. Those who were appointed on 1.4.81 or after but before the circulation of the Scheme, shall also opt for the benefit referred to in para 4 of the Scheme within the same period. The employee who would be appointed after the circulation of the Scheme shall, however, opt for the said benefit at the time of their appointment. In case of the employees who may be on leave on the date of circulation of this order, the time limit of 90 days will count from the date of their return from the leave. Option once exercised, if final.

(b) The employees who were covered by the Scheme but already ceased to be in employment except on the ground of dismissal, may also opt for either of the two retirement benefits and their claim for retirement benefit would be settled according to the provisions of the Scheme subject to the condition that any amount drawn by them from their respective employers on account of retirement benefits as per rules in force at the material time shall be adjusted against the retirement benefits as may the admissible udner this Scheme.

The option to be exercised by the employees shall be in the enclosed form.

(c) If any employee does not opt or fail to opt within prescribed time limit, the pensionary benefits as admissible prior to 1.4.81 would be applicable in their case.

6. In case of an employee who dies on or after 1.4.81 but before issue of this order and before exercising an option, the pension sanctioning authority will allow the more advantageous of 3 (b)(i) or 3(b)(ii) to him/her.

7. The employee who is covered by this Scheme but who has retired from service, otherwise than on invalid pension prior to issue of this order, will be eligible to commute a portion of his pension without medical examination, provided he applies within one year from the date of publication of this Scheme. The amount of commuted value of pension in such cases will be calculated at the rate corresponding to the age on the date of receipt of the application for commutation by the sanctioning authority.

8. The amount which is required to be refunded to Government shall be credited to the head "066-Contributions and recoveries towards pension and other retirement benefits-II-Other receipts-Other items" in the State Budget.

9. The charge on account of payment of Pension including Family Pension-

cum-Gratuity under the above mentioned scheme will be debited to the head "266-Pension and other retirement benefits-X-Pension to Employees of State aided Educational Institutions —

(a) Pension to employees of Primary Schools-Pensions.

(b) Pension to Employees of Secondary School-Pensions.

(c) Pension to Employees of other Educational Institutions/Organisations-Pensions", the opening of the head under (c) above is hereby sanctioned.

Necessary fund under the above heads will be provided in due course.

The expenditure will initially be met from Contingency Fund of the State and these transferred to consolidated Fund under the Major head '266-Pension etc.'

10. The Accountant General, West Bengal and the Pay & Accounts Officer, Calcutta Pay & Accounts Office, and the Director of Pension, Provident Fund and Group Insurance, West Bengal are being informed.

11. The Government Order No. 437 Edn. (S.E.) dt. 9.8.82 is hereby cancelled.

12. This order issues with the concurrence of the Finance Department vide their U.O. No. 318/Gr. J dated 7.2.85.

By order of the Governor
Sd/- M. M. Sinha Roy
Deputy Secretary
15.5.85.

ANNEXURE 1

SCHEME

CHAPTER I

Preliminary

1. This Scheme may be called the West Bengal Recognised Non-Government Educational Institution Employees (Death-cum- Retirement Benefit) Scheme, 1981.

2. It shall be deemed to have come into force with effect from 1st April, 1981.

3. This Scheme shall apply to employees of State Government Sponsored or aided educational institutions (excluding D.A. getting schools), as indicated in Statement-I, who were in service on 1.4.81 and also to those who were appointed after that date provided they draw pay in the scales of pay prescribed by Government for such category of employees :

Provided further their appointment were/are duly approved by the competent authority but shall not apply to employees appointed on part-time basis or those appointed on a contract basis for specified periods or to Government servants who have been permitted lien on posts under Government or who have already retired from Government service.

4. The following retirement benefits shall be admissible under this Scheme :

Either Pension (including Family Pension)-cum-Gratuity at rates as laid down in this Scheme or Contributory Provident Fund at the rate of 8.33% (from 1.4.81)-cum-Gratuity according to option.

CHAPTER II

Definitions

5. In this Scheme unless there is anything repugnent in the subject or context —

(a) (i) "Affiliated/Approved" means recognised by the West Bengal Board of Secondary Education / West Bengal Madrasha Education Board / Dist. School Boards / West Bengal Council of Higher Secondary Education / District Inspector of Schools Director of Public Instruction / Director of School Education / Director of Technical Education / Director of Library Services as the case may be —

(ii) "Approved teaching and non-teaching employees" means "employees of recognised educational institutions whose services have been approved by the authorities referred to in Sub-para 5 (a) (i) above or by any officer / officer authorised by them."

(b) "Educational Institution" means Institutions approved affiliated by the West Bengal Board of Secondary Education / West Bengal Council for Higher Secondary Education / Director of Technical Education, West Bengal / Director of Library Services, West Bengal / West Bengal Madrasha Education Board / District School Board / Director of Public Instruction Director of School Education and whose pay and allowances are borne by the State Government.

(c) "West Bengal Board of Secondary Education" means the West Bengal Board of Secondary Education established under the West Bengal Secondary Education Act, 1963.

(d) "West Bengal Council of Higher Secondary Education" means the West Bengal Council of Higher Secondary Education, established under the West Bengal Higher Secondary Council Act, 1972.

(e) "District School Board" means the Board established under the Bengal Rural Primary Education Act, 1930.

(f) "West Bengal Madrasha Education Board" means the West Bengal Madrasha Education Board" Established under G.O. No. 211-Edn.(M) dt. 2.2.73.

(g) "Director" means (1) Director of Public Instruction, West Bengal (2) Director of School Education, West Bengal (3) Director of Technical Education, West Bengal (4) Director of Library Services, West Bengal.

(h) "Basic Pay" means the pay which is drawn by an employee, monthly and which corresponds to a stage in the time scale of pay attached to the post held by him.

(i) "Competent authority" means the appointing authority and also the Director and the State Government in the Education Department as the case may be.

(j) "Pension sanctioning authority" means the Director or any Officer(s) authorised by Government on this behalf.

(k) "Employee" means a teaching or a non-teaching staff of an educational institution, the appointment of whom has duly been approved by the Director or an officer authorised by him or by the authorities referred to in Sub-para 5(a)(i).

(l) "State Government" means the Government of West Bengal.

(m) "Leave" means any kind of leave admissible to an employee under the rules applicable to him.

(n) "Service Book" means the document which contains the record of service of an employee, as Prescribed under Government Order No. 804-Edn.(S) dt. 19.10.70, and No. 1980- Edn.(S) dt. 15.12.71.

(o) "Pension" except when the term "Pension" is used in contra-distinction to gratuity, pension includes gratuity.

(p) "Emolument" means the emoluments which the employee was receiving immediately before his retirement and includes (I) Basic Pay (II) Personal Pay (III) Special Pay (IV) Dearness Pay. "Pay" means the amount of remuneration drawn monthly by an employee as the pay which has been sanctioned for the post held by him substantively or in an officiating capacity.

"Personal Pay" means additional pay granted to an employee.

(i) to save him from loss of pay due to revision or reduction of pay otherwise than as a disciplinary measure ; and

(ii) in exceptional circumstances on other personal consideration ;

(iii) Dearness pay.

Note : If an employee before his retirement or death, has been absent from duty on leave with allowances his emoluments for the purpose of calculating pensionable service gratuity and/or death- cum-retirement gratuity should be taken at what they would have been had he not been absent from duly.

Provided that this amount of pension and/or gratuity is not increased on account of increase in pay not actually drawn and that the benefit of higher officiating or temporary pay is given only, if it is certified that he would have continued to hold the higher officiating or temporary appointment but for his proceeding on leave.

Provided that if the emoluments which count towards pension, are increased from a specified date with financial benefit from a subsequent date such portion of emoluments though not actually drawn will form part of the emoluments for the purpose of pension and gratuity.

"Dearness Pay" means such portion of Dearness Allowance as has been declared by Government as Dearness Pay.

(q) "Average emoluments" means average calculated upon the last ten months of service immediately proceeding the date of retirement up to 31.8.82. From 1.9.82 average emoluments means last emoluments drawn at the time of retirement.

(r) "Governing Body / Managing Committee / Adminsitrator / Ad-hoc Committee" means the body or person charged with the management of the affairs of an Educational Institution duly recognised by the Competent Authority.

(s) "Family" includes the following relatives of an employee namely —

(1) For the purpose of a death gratuity

(i) wife in the case of a male employee

(ii) husband in the case of a female employee

(iii) sons including step sons

(iv) unmarried and widowed daughters including step daughters

(v) adopted sons / daughters

(vi) brothers below the age of 18 years and unmarried or widowed sisters

(vii) father

(viii) mother

(2) for the purpose of a family pension —

(i) wife in the case of a male employee

(ii) husband in the case of a female employee

(iii) minor sons including adopted sons

(iv) unmarried minor daughters including adopted daughters

(v) dependant parents.

Note : Adoption or marriage after reitrement will not be recognised for the purpose of family pension.

(t) "Age of superannuation" is the age on attaining of which an employee must retire compulsorily and should be sixty completed years of his age provided that in the case of an employee of an educational institution who was in service on 31st March, 1981 and did not opt for the revised pay scales, introduced with effect from 1.4.81, the age of superannuation should be such age as prescribed under rules/orders, governing his service.

(u) The employees who would get extension of service as per conditions laid down in para 6 of the Government Order No. 372- Edn.(B) dt. 31.7.81 read with Government Order No. 497(5)-Edn.(B) dt. 13.12.83, will retire on the terms and conditions laid down therein or any other subsequent order/orders.

CHAPTER III

6. Service Record — The full record of an employee's service rendered in different educational institutions from the date of first entry into regular service till the date of retirement shall be maintained by the institutions in the service Book.

7. Service qualifying for pension — (a) except for compensation gratuity, the service rendered by an employee before the completion of the age of 18 years shall not qualify for pension (b) continuous service of a wholetime approved employee in any educational institution, shall count as qualifying service, (c) war service rendered between 3rd September, 1939 and 1st April, 1946 by an employee shall count as qualifying for pension under this scheme provided the employee concerned was absorbed as an employee on or before 1st January, 1948 and the service would have otherwise qualified for pension, (d) service rendered before partition, i.e. during the period up to 14th August, 1947, by an employee in any affiliated institutions in areas included in East Pakistan (now Bangladesh) shall qualify for pension and the period of break from the date of leaving the institutions in East Pakistan (now Bangladesh) and the date of appointment in any institution in West Bengal is to be treated as automatically condoned.

Affiliation of a school will be verified on the basis of documentary evidence. In the absence of documentary evidence, contemporary evidence duly signed by Director or any officer authorised by him, will be accepted.

Service rendered by an employee under Government if any will count towards pension. The service in an institution before its recognition will not count.

(e) (i) The Head of an institution in which an employee is serving or has served shall open a Service Book for such employee and record his service therein. In the case of an employee having previous services in some other institutions, the Head of the Institution opening the Service Book shall record his previous services on the basis of certificates and other relevant documents obtained from the institutions where the employee was previously employed and shall keep these certificates and documents relied upon pasted in the Service Book at an appropriate space or otherwise ensure retention of documents along with the Service Book. Where the past service of an employee cannot be clearly established by producing certificates from that institution such collateral evidence as may be collected from contemporaries having personal knowledge of the services of the employees may be accepted if the same is countersigned by District authorities. If the services of any employee whose service before the 15th August, 1947 in an institution or in a school which is now in East Pakistan (Bangladesh) cannot be established by documentary evidence, the employee shall file a written statement on plain paper stating that he had in fact rendered that period of service and shall at the foot of the statement make and subscribe a declaration as to the truth of that statements and shall in support of such declaration produce all documentary evidence and furnish all information which is in his power to produce or furnish. The authority competent to sanction pension to that employee shall after taking into consideration the facts in the written statement and the evidence produced and the information furnished by the employee in support of the said period of service, if satisfied admit that portion of service as having been rendered for the purpose of calculating pension of that employee. But services in East Pakistan or Bangladesh after the 14th August, 1947 shall be taken into account in calculating the pension admissible. In the case of the Head of the institution the Service Book shall be opened and maintained by the Head of the Institution, who shall, get the Service Book countersigned by the Director of Education or any officer authorised by him. The service of an employee shall be verified annually by the Head of the Institution and in the case of the Head of the Institution by the Director or any officer authorised by him with reference to the acquittance rolls and other relevant records and a certificate of such verification shall be recorded in the Service Book under the dated signature of the verifying authority.

(ii) Service rendered in other States shall not count as qualifying service. Services rendered in territories which have since been merged in West Bengal and service rendered in East Pakistan now Bangladesh up to 14.8.1947 shall however, count towards pension.

Comment : * Superannuation of service is counted on completion of 60 years continued services in the recognized Jr. High/High Schools in the State. Extension of services is admissible under new rules upto 65 years, on year to year basis, provided the encumbent is physically fit and mentally alert on Registered. Medical Officers' Certificate. —*Editor.*

(iii) Approved temporary service including approved service on leave or deputation vacancy in one or more institutions shall count towards pension subject to fulfilment of other conditions for grant of pensions.

Fractions of a eyar equal to six months and above shall be treated as a completed six monthly period for the purpose of calculation of any pension under this Scheme.

(iv) Upon any condition which it may think fit to impose, Government may condone a deficiency of six months in the qualifying service of the employees of non-Government / Sponsored / Aided Educational institutions / Organisations.

Note : The deficiency should not be condoned with a view to make up the minimum prescribed qualifying service for the purpose of death gratuity of family pension. In other cases power should be restricted to the employees drawing pay not exceeding Rs. 425.00 per month at the time of retirement on invalid or compensation pension.

(f) All periods of authorised leave other than extra-ordinary leave without pay shall count as qualifying service.

Extra-ordinary leave granted on medical certificate, shall, however, count as qualifying service.

Provided that in the case of extra-ordinary leave other than extra-ordinary leave granted on medical certificate, the appointing authority may, at the time of granting such leave, allow the period of that leave to count as qualifying service if such leave is granted to an employee —

(i) due to his inability to join or rejoin duty on account of civil commotion, or

(ii) for prosecuting higher scientific and technical studies.

(g) Period of suspension followed by reinstatement shall count as qualifying service provided it is treated as duty, otherwise it shall not count as qualifying service.

(h) The period of break in service even though condoned shall not count as qualifying service.

(i) Break in qualifying service of an employee for a period exceeding 12 months shall entail forfeiture of his past service unless this break is condoned by the competent authority (i.e. Director any officer authorised by him). Break in service not exceeding 12 months would be treated as automatically condoned.

Note : Before sanctioning any condonation. the following condition is required to be fulfilled, namely (a) the interrruption has been caused by reasons beyond the control of the employee concerned.

(j) The period of break in service of an employee between the date of dismissal or removal and the date reinstatement shall not count as qualifying service unless such period is treated as duty or leave other than extra-ordinary leave by a specific order of the authority which passed the order of reinstatement.

(k) Resignation tendered by an employee or his dismissal or removal entail forfeiture of past service-provided that resignation of an employee for taking another appointment under any educational institution with proper permission shall not entail forfeiture of past service.

(l) Vacations shall count as qualifying service provided an employee is paid for that period and further provided that he is present on both the closing date and

the re-opening date and if on leave on either of the dates, the absence is regularised by sanction of leave by the competent authority.

(m) Qualifying service for pension shall be counted up to the age of superannuation or the date preceding the date of voluntary retirement. The period of service rendered, on approved extension after attaining the age of superannuation shall also be considered as qualifying service.

Note : For the purpose of this Scheme, the date of superannuation shall be reckoned from the date of birth on the basis of the Madhaymik / Higher Secondary/ Matriculation /School Final Pass Certificate or other equivalent Pass Certificate. In the case of those employees whose date or birth entered in the Service Book on the basis of an affidavit shall be taken into account for the purpose of determining the date of superannuation.

(n) Period of absence under duress as per Government Order No. 1071-Edn (S) dated 19.8.77 and Government Order No 477-Edn (S) dated 18.6.80 and also of such subsequent orders, if any, shall count as qualifying service.

(o) Date or retirement : When an employee is required to retire on attaining a specific age, the date on which the attains that age, shall be reckoned as a non-working day and the employee shall retire with effect from and including that day.

N.B. : If the date of retirement of a superannuated employee falls on any date other than the first day of the month he/she will be allowed to retire on the last day of the month (afternoon).

CHAPTER IV

Eligibility for Pensions :

8. Subject to satisfactory service, an employee shall be entitled to pension provided that in case of (i), (iii) and (iv) below, the employee concerned has completed at least ten years of qualifying services :

(i) on attaining the age of superannuation, or thereafter on the expiry of the period of approved extension, or ,

(ii) on voluntary retirement after completing 20 years of qualifying services, or,

(iii) on being declared permanently incapacitated for further sevice by the Chief Medical Officer of the State Government in the district concerned or any Medical Officer of equivalent status authorised by the pension sanctioning authority, or,

(iv) on termination of service due to abolition of the post, or closure of the Institution concerned due to withdrawal or recognition or other valid reasons.

9. Pension are devided into the following four classes, namely :

(a) Compensation pension

(b) invalid pension

(c) superannuation pension, and

(d) retiring pension.

10. If an employee is discharged on abolition of the permanent post held by him, he shall, unless he is appointed to another comparable post, have the option -

(a) of taking any compensation pension or gratuity to which he may be entitled for service he has rendered ; or,

(b) of accepting another appointment even on a lower pay, if offered, and continuing to count his previous service for pension.

Note : 1. No pension is admissible to an employee for loss of appointment or discharge after the completion of a special term of service.

2. No pension may be awarded for the loss of any special pay or local allowance.

3. Reasonable notice, for not less than three months, should be given to an employee before he is discharged on abolition of the post held by him. If in any case, notice of at least three months is not given and the 'employee has not been provided with any alternative employment, then a gratuity not exceeding his emoluments for the period by which the notice given to him falls short of three months, may be paid to him in addition to his pension but no pension shall be payable for the period for which he receives a gratuity in lieu of notice.

11. An invalid pension is awarded on retirement from service to an employee who by bodily or mental infirmity is permanently incapacitated for service.

An employee applying for an invalid pension shall submit a Medical Certificate from the Chief Medical Officer of the State Government in the concerned district or from any other Medical officer of equivalent status nominated or authorised by the pension sanctioning authority.

12. The form of the Medical Certificate to be given in respect of an employee applying for invalid pension has been shown in Appendix I.

13. No invalid pension is admissible to an employee if it is certified by the Medical Officer that the incapacity is directly due to irregular or intemperate habits, which refer to incapacity on account of drug habit or on account of disease resuting from immoral habits.

14. A superannuation pension is granted to an employee who is required to retire at a particular age in accordance with the service conditions applicable to him.

Note : If only the year of birth of an applicant for pension is known but the exact date of birth in that year is not known, the first day of July of that year is to be taken as the date of birth. Similarly if only the month and the year of birth are known, the 16th of the month is taken to be the exact date of birth.

15. A retirement pension is admissible to an employee who is permitted to retire after completing qualifying services for 20 years or more.

Note : The pension will commence from the date following the date of retirement under any of the four classes of pension mentioned in para 9 of this Scheme.

CHAPTER V

Rate of pension

16.(i) The amount of pension shall be determined in accordance with the following slabs :

	Amount of monthly pension
(a) Up to Rs. 1,000/- of the averate amount reckonable for pension	(a) 50% of the amount

(b)	Next Rs. 500/- of the average amount reckonable for pension	(b)	45% of the amount
(c)	Balance of the average amount reckonable for pension	(c)	40% of the amount

Note : 'Average amount reckonable for pensions' means Basic pay and Dearness Pay and Special pay, if any, and the portion of the Additional Dearness Allowance that has been allowed to count for the purpose of pension but has not yet been as Dearness Pay.

Note : The amount of pension arrived at on the basis of the above slabs will be related to the maximum qualifying service for 33 years. For those employees, who at the time of retirement have rendered qualifying service of 10 years or more but less than 33 years, the amount of their pension will be such proportion of the maximum admissible pension as the qualifying services rendered by them bears to the maximum qualifying services of 33 years.

In no case the maximum monthly pension will exceed Rs 1,500/-

(ii) In addition to the pension as above, the employee is entitled to relief as admissible to the State Government pensioners from time to time. Relief will be payable to the pensioners with effect from 1.11.82 and prior to that date i.e during 1.4.81 to 31.10.82 only the ad-hoc increase @ Rs 15/- per month will be admissible. The Relief will also be payable on Family Pension. The conditions of admissibility and rate of relief in pension shall be the same as one and will be applicable to State Government employees.

17. The amount of pension payable monthly shall be expressed in whole of a rupee and where the pension calculated according to this scheme contains a fraction of rupee, it shall be rounded off to the next higher rupee, provided that the maximum annual pension prescribed above shall not be increased thereby.

18. A pension admissible to an employee shall be fixed and paid in Rupee and in India .

19.(i) The full pension admissible under this scheme is not be given as a matter of course or unless the services rendered has really been approved by the competent authority .

(2) If the service has not been thoroughly satisfactory, the authority sanctioning the pension should make such reduction in the amount as it thinks proper.

Provided that in cases where the authority sanctioning pension is other than the appointing authority, no order regarding reduction of the amount of pension shall be made without the approval of the appointing authority.

Note : No pension shall be liable to seizure, attachment or sequestration by process of Court in India at the instance of the creditor, for any demand against the pensioner.

(3) The measure in the reduction in the amount of pension under this scheme should be the extent by which the employee's service as a whole has failed to reach a thoroughly satisfactory standard, and any attempt to equate the amount of reduction with the amount of loss caused to the Institutions is incorrect.

(4) The service of an employee against whom a charge of corruption has been proved whether in a specific case or by any presumption based on recorded facts cannot be considered to be thoroughly satisfactory within the meaning of this Scheme.

Any action under this Scheme should, however, be taken only after a charge of corruption has been proved.

(5) Final pension, gratuity etc, shall not be sanctioned to an employee against whom departmental /judicial/ proceedings have been instituted /continued. In case of misconduct of the pensioner, the pension sanctioning authority has the power to with hold pension or reduce the pension.

Where any departmental or judicial proceeding is instituted or where a departmental proceedings is continued against an employee who has retired on attaining the age of compulsory retirement or otherwise, he shall be paid during the period commencing from the date of his retirement to the date on which, upon conclusion of such proceeding final orders are passed, a provisional pension not exceeding the maximum pension which would have admissible on the basis of his qualifying services upto the date of retirement, or if he was under suspension on the date of retirement up to the date immediately proceeding the date on which he was placed on suspension, but no gratuity or death-cum-retirement gratuity shall be paid to him until the conclusion of such proceeding and the issue of final orders thereon.

Payment of this provisional pension shall be adjusted against the final retirement benefits sanctioned to such employee upon conclusion of the aforesaid proceeding but no recovery shall be made where the pension finally sanctioned is less than the provisional pension or the pension is reduced or withheld either permanently or for a specified period.

Note : The grant of pension under this sub-para shall not prejudice the operation of sub-para 2 when final pension is sanctioned upon conclusion of the proceeding.

CHAPTER VI

Gratuity

20. (a) For service of 10 years or more the rate of gratuity is 1/4th of the amount reckonable for pension for each six monthly period of service, subject to a maximum of 16.5 months' emoluments . The maximum amount is, however, Rs. 36,000/-

(b) For service of less than 10 years the rate of gratuity is half months of the amount reckonable for pension for every completed six monthly period of service.

CHAPTER VII

Death Gratuity and Family Pension

21. **Death Gratuity** — When an employee who has completed five years' qualifying service dies while in service, a death gratuity shall be paid to the nominee or nominees of the deceased employee or to the surviving members of his family as defined in paragraphs 5 S(2) of Chapter II in equal shares, if there be no nominee, subject to a minimum of 12 times of the amount reckonable for pension and a maximum of 16.5 times of the amount reckonable for pension.

The death gratuity will be admissible at the rate of 1/4th of the emoluments last drawn for each six monthly period of service.

When an employee who become eligible for pension and retiring gratuity under paragraph 20 dies within five years from the date of retirement and the same

actually received or payable to the members of his / her family on account of retiring gratuity, is less than the amount that would have been admissible as death gratuity under paragraph 21, had he died on the date of retirement, this balance shall be paid as gratuity to the person on whom the right to receive the gratuity is conformed under paragraph 22 or if there is no such person to the members of his family.

22. Nomination — (1) Any employee to whom this scheme applies may, provided he has completed five years' qualifying service, make a nomination in writing in the prescribed form shown in Appendix II conferring on one or more persons the right to receive the death gratuity that may be sanctioned under paragraph 21 and also the gratuity that may be payable under the same paragraph.

Provided that if, at the time of making nomination the employee has a family, the nomination shall not be in favour of any person or persons other than the members of his family.

(2) If an employee nominates more than one person under sub- paragraph (1), he shall specify in the nomination the amount of share payable to each of the nominees in such manner as to cover the whole amount of the gratuity.

(3) An employee may provide in a nomination —

(a) That in respect of any specified nominee, in the event of his/her predeceasing the employee the right conferred upon that nominee shall pass to such other member of the employee's family as may be specified in the nomination ; and

(b) That the nomination shall become invalid in the event of the happening a contingency specified therein.

(4) The nomination made by an employee who has no family shall become invalid on his subsequently acquiring a family.

(5) Every nomination shall be in such one of the Forms A to D in Appendix II as may be approved in the circumstances of the case.

(6) An employee may at any time cancel a nomination by sending a notice in writing and the employee shall along with such notice send a fresh nomination made in accordance with this Scheme.

(7) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under clause (a) of sub-paragraph (3) or on the occurrance of any event by reason of which the nomination becomes invalid in pursuance of clause (b) of that sub-paragraph (4), the employee shall send a notice in writing formally cancelling the nomination, together with a fresh nomination made in accordance with this paragraph.

(8) Every nomination made, and every notice of cancellation given, by an employee under this paragraph shall be sent, to the appointing authority or Head of the Institution/Organisation as the case may be who shall, immediately on receipt of a nomination, countersign it indicating the date of receipt and get the same pasted in the Service Book.

(9) Every nomination made, and every notice of cancellation given by an employee, shall, to the extent that it is valid, take effect on the date on which it is received by the authority mentioned in Sub-paragraph(8).

23. **Family Pension** — (1) Family pension is admissible to the family of an employee who dies while in service after rendering at least one year's service.

(2) The benefit shall also be admissible in case of death of an employee after retirement if at the time of death he was in receipt of a compensation, invalid, retiring or superannuation pension or grauity.

24. **Rate of family pension** — Family pension at the following rates shall be admissible to the members of the family of an employee.

Pay of the employee p.m.	*Amount of monthly pension*
(i) Rs.1,200/- and above	(i) 12% of pay subject to a minimum of Rs.160/- and a maximum of Rs.250/-
(ii) Rs.400/- and above but below Rs.1,200/-	(ii) 15% of pay subject to a minimum of Rs.100/- and a maximum of Rs.160/-
(iii) Below Rs.400/-	(iii) 30% of pay subject to a minimum at Rs.60/- and a maximum of Rs.100/-.

25. **Family pension at enhanced rate** —

(a) In the event of death of an employee while in service, the rate of family pension will be 50% of the pay last drawn subject to a maximum of twice the family pension ordinarily admissible at the rates shown above, provided the employee concerned has put in not less than 7 years' continuous service prior to his death. The family pension at enhanced rate is payable for a period of 7 years' from the date following the date of death or till the date on which the employee concerned would have attained the age of 65 years had he served, whichever period is less.

(b) In the event of death after retirement the family pension at enhanced rate shall be paybale up to the date on which the deceased employee concerned would have attained the age of 65 years had he survived or for 7 years, whichever period is less, but in case the amount of enhanced family pension shall exceed the pension sanctioned to the employee concerned at the time of retirement. However, in cases when the amount normal family pension exceeds the amount of pension sanctioned at the time of retirement, the enhanced family pension shall not be less than the amount of normal family pension. The pension sanctioned at the time of retirement shall be the pension inclusive of the part of pension which the retired employee may have commuted before death.

After the period for payment of family pension at enhanced rate is over, family pension at normal rate will commence.

Note : The method of determining the amount of family pension payable under the above principle should be calculated in the following manner.

Pension admissible should first be calculated by applying the minmum and

maximum limits and doubled. The resultant amount or 50% of the pay last drawn, whichever is less, is the amount of family pension admissible under this Scheme.

26. **Period during which family pension is admissible.**

Subject to the following conditions, the family pension shall be admissible —

(a) in the case of widow/widower up to the date of death or re-marriage, whichever is earlier ;

(b) in the case of minor son, until he attains the age of 18 years ;

(c) in the case of unmarried daughter, until she attains the age of 21 years or marriage whichever is earlier ;

(d) in the case of dependent parents up to the date of their death or re-marriage, whichever is earlier.

Note : Where an employee is survived by more than one widow, the family pension shall be paid to them in equal shares. On the death of widow, her share of the pension shall become payable to her eligible minor children. If at the time of her death a widow leaves no eligible minor child, the payment of her share of the pension shall cease.

27. **Date of effect of Family Pension —** A family pension shall take effect from the day following the death of an employee.

28. **Pension payable to one member of the family —**

Subject to the provision contained in the note under paragraph 26, the pension awarded under this scheme shall not be payable to more than one member of the employee's family at the same time. It shall first be admissible to the widow(s)/widower and then to the first eldest minor son, thereafter next minor sons according to seniority and when there will be no minor son, eldest minor daughter and so on and thereafter to mother and lastly to father. Payments to minor will be made through natural legal guardian.

Note : Payment of family pension will not be any bar if at the time of entitlement, the widow or widower, for unmarried daughter or son happens to be employed anywhere.

CHAPTER VIII

Determination of Pension during Re-employment

29. No employee shall draw pension in addition to any pay that may be given to him if he is re-employed after retirement in the same post as held by him immediately before retirement. If, however, he is re-employed in any other post, the authority competent to sanction his pension shall determine the amount of pension, if any, that may be admissible to him in addition to the pay given to him during re-employment.

CHAPTER IX

Procedure relating to application for and sanction of pension

30. **List of employees due to retire :** The authorities of each Institution/Organisation shall have a list prepared every six months, i.e. on the 1st January and the 1st July each year of all employees who are to retire within the next 12 to 18 months of that day. A copy of every such list in the form shown in Annexure I shall be sent to the Director concerned and the Education Department, Government of West Bengal

and Director of pension, Provident Fund and Group Insurance, Government of West Bengal not later than the 31st January or the 31st July as the case may be, of that year. In case of the persons retiring for reasons other than by way of superannuation, the Institution's/Organisation's authority shall promptly inform the Director concerned and the Director of Pension, Provident Fund and Group Insurance or any officer nominated by him as soon as the impending retirement becomes known to him.

31. An employee, who is eligible for pension under this Scheme, shall submit to his appointing authority a formal application for pension in the form as prescribed in Appendix-IV and other documents as mentioned in the application form and other particulars, required in Appendix-V preferably one year in advance of the date of anticipated retirement.

32. The authorities of the Institutions/Organisations, on receipt of the formal application for pension, shall immediately prepare the pension papers after the scrutiny and verification of the service claimed and the emoluments actually drawn and forward the same along with the following documents to the respective Director or to the Officer(s) authorised by him in this behalf through the District authorities concerned.

(a) The Service Book duly completed and the entries duly verified and signed by the Head of the Institutions/Organisations in the case of an employee of the educational institutions including libraries ; by the District Inspector of the District, in the case of the employees of District School Board and by the Director concerned or any officer authorised by him in the case of the Head of the Institution/Organisation.

(b) A certificate to be given by the appointing authority stating that the services claimed have been verified and that the average emoluments have been correctly calculated.

(c) Recommendation of the appointing authority stating whether the pension should be admitted or not.

33. The concerned Director or an officer(s) authorised by him on his behalf shall scrutinise the pension papers and forward the same to the Director of Pension, Provident Fund and Group Insurance or any officers authorised by him along with sanction in general terms in the forms as prescribed in Appendix VI at least three months before the date of retirement of the employee concerned for issue of pension payment order.

34. Where pension papers are detained for some reasons, provisional pension at the rate of 100 per cent of pension calculated on the basis of available information and provisional gratuity, after withholding of 10 per cent or Rs.1,000/- of the gratuity, whichever is less, should be sanctioned immediately to the retiring employee of Non-Govt./Aided/Sponsored Institution/Organisation by the Director concerned or any other officer authorised by him, subject to the furnishing a written undertaking by the pensioner concerned in the enclosed form. In no case the provisional pension will continue beyond twelve months. The issue of last pay certificate should not be insisted upon before the payment of provisional pension. But the amount of gratuity withheld will be released only after production of last pay certificate.

While forwarding the pension papers, a copy of the order sanctioning the payment of provisional pension (including gratuity) shall be sent to the Director

of Pension, Provident Fund and group Insurance, Government of West Bengal, along with the pension papers.

Such provisional pension (including gratuity) shall be subject to adjustment against the amount of final pension (including gratuity/relief or by short payment of pension). All outstanding dues shall be adjusted in the same manner as above.

35. The pension sanctioning authority will sanction provisional pension and gratuity and issue an order. The same will be drawn and disbursed by the Head of the Institution/Organisation or by the Drawing and Disbursing Officer, if there is any.

CHAPTER X

Communication of Pension

36. An employee who is eligible for the benefit of pension under this Scheme shall be entitled to commute for a lump sum payment at the rate determined by Government from time to time any portion not exceeding one-third of any pension which has been or may be granted to him under this Pension Scheme, provided that an employee against whom a judicial or departmental proceeding has been instituted or a pensioner against whom any such proceeding has been instituted or continued shall not be permitted to commute any portion of his pension during the pendency of such proceeding.

37. **Sanctioning authority :** The sanctioning authority means the Director or any officer(s) authorised by him.

38. **Rate of commuted value of pension :** The rates of commuted values of pension payable under this scheme have been shown in Appendix VII.

39. **Application for commutation :** An application for commutation of pension shall be submitted by an employee after he has retired, to the sanctioning authority as mentioned in paragraph 37 in the form as prescribed in Appendix VIII.

40. An employee of the Non-Government educational Institutions, shown in Statement-I shall apply to the Competent Authority (Director or any officer authorised by him) in Form A for commutation of a portion of his pension including provisional pension, through the Head of the Institution, or if he/she is or was himself/herself the Head of the Institution, the application shall be sent to the Competent authority direct.

(1) The Competent Authority shall, on receipt of application in Form A —

(a) acknowledge the receipt of Form A in part II of that Form and despatch the same to the applicant ;

(b) forward Form A in original to the Audit Officer in Part III of that Form with the request that Part IV of that Form may be completed and returned to him as early as possible so that action for getting the applicant examined by the appropriate medical authority can be taken.

(2) The Audit Officer shall, on receipt of Form A from the Competent Authority complete Part IV of that Form and transmit the same to the Competent Authority as early as possible.

(3) The Competent Authority shall, on receipt of Form A from the Audit Officer intimate the applicant in Part V(1) of Form A if the applicant desires to commute a sum not exceeding Rs.25/- or in Part V(2) of Form A if the applicant desired to commute a sum exceeding Rs.25/- the lump sum amount payable on commutation in

the event of his being reported by such Medical Authority / Medical Boards as the Competent Authority may consider fit for commutation and shall at the same time instruct him to appear for examination before the Medical Authority / Medical Board within three weeks from the date of its order, or if he has applied for commutation in advance of the date of his retirement within three months from the date of order but in case earlier than the date of retirement and shall supply a copy of Part I of Form B to the applicant. If the applicant appears before the Medical Authority / Medical Board, he shall be deemed to have accepted the amount authorised to be commuted.

(4) A copy of Part V(1) or Part V(2) of Form A, as the case may be shall be endorsed by the competent Authority to the Appropriate Medical Authority / Medical Board through the Director of Health Services (for cases in Calcutta) / the Chief Medical Officer of Health (for any other case) with :

(i) Part II and Part III of Form B ;

(ii) Form A with Part IV of that Form duly completed in original ;

(iii) two copies of the applicants photograph of which one copy shall be attested by an officer belonging to Group 'A' service of the State Government.

(5) (i) If the applicant after receipt of communication from the Competent Authority under Sub-para (3) fails to appear for Medical examination before the Medical Authority / Medical Board on the date and at the time communicated to him (including any change therein either at the request of the applicant or due to administrative reasons) and there is no reasonable ground for his failure, the Medical Authority / Medical Board shall report the fact to the Competent authority concerned and return to him the documents received under sub-para (4).

(ii) With the return of documents to the Competent authority under clause (i) the application for commutation shall be deemed to have been withdrawn.

(6) The Director of Health Services, West Bengal/ The Chief Medical Officer of Health shall, on receipt of documents referred to in sub-para (4) :

(a) arrange for the medical examination of the applicant by the Medical Authority at the nearest available station from the residence of the pensioner ;

(b) transmit the documents referred to in sub-para (4) to the Medical Authority with the direction to examine the applicant ;

(c) inform the applicant as to the place and date of his medical examination and direct the Medical Authority to communicate to the applicant the time of such examination.

Note : In fixing the date of medical examination, it shall be ensured that the medical examination is held before the applicant's next birth day.

41. The Certifying Medical Authority shall, after obtaining from the applicant a statement in Part I of Form B which must be signed in their presence, subject to strict examination enter the results in Part II of Form B and record their opinion as to the accuracy with which the pensoiner has answered the questions in Part I of Form B regarding his medical history and habits, attest the unattested copy of the photograph of the applicant, complete the certificate contained at the end of Part II of Form B and forward it to the Audit Officer, who has already completed Part IV of Form A, with the following documents :

(i) Part II or Part III of Form B in original ;

(ii) Attested Copy of applicants photograph ;

(iii) Part I of Form B in original ; and

(iv) Part IV of Form A duly completed in original.

(2) The Medical Authority / Medical Board shall also send to the applicant a Certified copy of Part III of Form B to the Competent Authority who has signed Part V(1) or Part V(2) of Form A.

(3) If the Medical Authority / Medical Board / Special Board, as the case may be direct that his age for the purpose of commutation shall be assumed to be greater than his actual age, the applicant may withdraw his application by written notice despatched within a period of two weeks from the date on which he receives intimation of the finding after Medical Authority and of the revised sum payable on commutation. The Pension Sanctioning Authority will communicate the adverse medical report and revised sum payable as commuted value.

(4) If the applicant does not withdraw in writing his application within the said period of two weeks, he shall be deemed to have accepted the revised sum offered.

42. The employee who applied for commutation of pension within one year from the date of his retirement, will not be subjected to medical examination for the purpose of payment of commuted value of pension, provided this benefit will not be admissible to the persons retired on ground of invalidation. Application for commutation of pension without medical examination will be made after the date of retirement and the commutation shall become absolute, that is the retired pension shall become absolute, that is, the retired person shall become entitled to receive the commuted value of pension on the date on which his application is received by the Competent Authority. An employee who has applied for Commutation of pension without medical examination will have no option to withdraw his applicaiton.

Persons retired on ground of invalidation and those who have applied for commutation of pension after one year from the date of retirement shall be subjected to medical examination.

Such persons shall become entitled to receive the commuted value of pension on the basis of next birth day following the date on which the medical authority signs the medical certificate.

43. In case of application for commutation of pension from an employee drawing invalid Pension, the Medical Board shall, after examination in the manner as stated above, record his opinion in Part-III of the Form B.

44. The Medica Authority examining an employee applying for commutation of pension, shall be competent to charge fee at rates as prescribed by the State Government in the Health Department.

CHAPTER XI

45. In respect of matters for which provision has not been made in this scheme, the relevant provisions in the West Bengal Services (Death-cum-Retirement Benefit) Rules, 1971 (amended from time to time) shall apply *mutatis mutandis* subject to the approval of the State Government.

Statement showing Amount of Employer's share of contributory Provident Fund

Name of the Employee. ....

Name of the Institution. ....

Address. ....

Date of joining in Service. ....

Date of Retirement. ....

Name of the Institution/ Institutions with Address	Date of Introduction of C.P.F. benefits	Total Amount of Employer's Share with interest accrued thereon	Amount withdrawn if any	Balance if any	Whether Employer's Share of C.P.F. with interest there on has been refunded to Govt. (Challan enclosed)	Signature of the Head of the Institution/Secretary / Administrator	Signature of the District Inspector of Schools
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

OPTION FORM

Ref : Paragraph 3 (b) of Government Memorandum No. 136 Edn. (B) dated 15.5.85.

I, Sri/Srimati...do hereby opt for ....

** (1) The existing Rules (pension-cum-C.P.F.) governing retiring benefits.

(2) Pension including Family Pension-cum-Gratuity.

(3) Contributory Provident Fund-cum-Gratuity.

....

(Signature with date)

....

(Designation)

*Countersigned

Head of the Institution/Organisation/President of the Governing Body/Managing Committee/Administrator.

The items that may not be applicable shall be scored out under the signature of the employee exercising the option.

*In case of the warded the option should be countersigned by the President of the Managing Committee/Ad-hoc Committee/ Administrator.

**Not applicable to persons who were appointed on or after 1.4.81.

APPENDIX I

(Para 12 of the scheme)

Form of medical certificate to be given to an employee applying for invalid pension.

Certified that I/We have carefully examined Shri / Smt.... son / daughter / wife of .... a ..... in the ..... His / Her age is by his /her own statement ...... years. I /we consider Shri /Smt. ..... to be completely and permanently incapaciated for further service of any kind in the Institution / Organisation to which he belongs in consequence of ...... (here state disease or cause), His / Her incapacity does not appear to me / us to have been caused by irregular or intemperate habits.

Note : If the incapacity is the result of irregular or intemperate habits the following will be substituted for the sentence.

*"If my/our opinion his/her incapacity is directly due to ... has been accelerated or aggravated by ..... irregular or intemperate habits."

If the incapacity does not appear to be complete and permanent the certificate should be modified accordingly and the following addition should be made :

"I am/We are of opinion that Shri/Smt .... is fit for further service of a less laborious character than that which he/she has been doing (or may, after resting for ..... months, be fit for further service of a less laborious character than that which he had been doing".

APPENDIX II

Form for nomination to receive the death gatuity

[Para 22(5) of the Scheme]

FORM A

(When the employee has a family and wishes to nominated memeber thereof)

I hereby nominate the person mentioned below, who is member of my family, and confer on him the right to receive any grauity that may be sactioned by government in the event of my death while in service and the right to receive on my death any gratuity which may become admissible on my death after retirement :

Name and address of nominee	Relationship with employee	Age	Contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of the person or persons, if any, to whom the right conferred on the nominee shall pass in the event of the nominee pre-deceasing the employee or the nominee dying after the death of the employee but before receiving payment of the gratuity	Amount of share of gratuity payable to each
(1)	(2)	(3)	(4)	(5)	(6)

*This nomination supersedes the nomination made by me earlier on............................which stands cancelled.
Dated this ....day of ....19.......................at..................................

Witness to Signature
(1)..
(2)..

Note : the last column should be filled in to cover the whole amount of gratuity.
***Strike out, if not applicable.**

FORM B

[Para 22 (5) of the Scheme]

(When' the employee has a family and wishes to nominate more than one member there of)

I, hereby nominate the person mentioned below, who are members of my family, and confer on them the right to receive, to the extent specified below, any gratuity that may be sanctioned by Government in the event of my death while in service and the right of receive on my death, to the extent specified below, any gratuity which having become admissible to me on retirement may remain unpaid at my death :

Name and address of nominees	Relationship with employee	Age	Amount of share of gratuity payable to each	Cotingencies on the happening of which the nomination shall become invalid	Name, address and relationship of the person, or persons, if any to whom the right conferred on nominee shall pass in the event of the nominee pre-deceasing the employee the nominee dying after the death of the employee but before receiving payment of the gratuity	Amount of share of gratuity payable to each
(1)	(2)	(3)	(4)	(5)	(6)	(7)

*This nomination supersedes the nomination made by me earlier on..which stands cancelled.
Dated this..............................day of...19........................at...

Witness of Signature :
(1)..
(2)..

....
Signature of Employee

Note : (1) The employee shall draw lines across the blank space below the last entry to prevent the insertion of any name after he has signed.
(2) Fourth column should be filled in so as to cover the whole amount of gratuity.
(3) The amount/share of gratuity shown in last column to cover the whole amount / share payable to the original nominee.

*Strike out, if not applicable.

FORM : C

[Para 22 (5) of the Scheme]

[When the employee has no family and wishes to nominate the perosn]

I, having no family, hereby nominate the person mentioned below and confer on him the right to receive any gratuity that may be sanctioned by Government in the event of my death while in service and right to receive on my death any gratuity which having become admissible to me on retirement may remain unpaid at my death :

Name and address of nominees	Relationship with employee	Age	Contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of the person or persons, if any, to whom the right conferred on the nominee shall pass in the evcnt of the nominee predeceasing the employee of the nominee dying after the death of the employee but before reeceiving payment of the gratuity	Amount of share of gratuity payable to each
(1)	(2)	(3)	(4)	(5)	(6)

*This nomination supersedes the nomination made by me earlier on .... which stands cancelled.

Da ted this...day of..19......................at...

Witness to Signature :

(1)..

(2)..

....

Signature of Employee

*Strike out, If not applicable.

FORM D

[Para 22 (5) of the Scheme]

(When the employee has no family and wishes to nominate more than one person)

I, having no family, hereby nominate the persons mentioned below and confer on them the right to receive to the extent specified below, any gratuity that may be sanctioned by Government in the event of my death while in service and the right to receive on my death, to the extent specified below, any gratuity which having become admissible to me on retirement may remain unpaid at my death :

Name and address of nominees	Relationship with employee	Age	Amount of share of gratuity payable to each	Contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of the person of persons, if any, to whom the right conferred on the nominee shall pass in the event of the nominee pre-deceasing the employee or the nominee dying after the death of the employee but before receiving payment of the gratuity	Amount of share of gratuity payable to each
(1)	(2)	(3)	(4)	(5)	(6)	(7)

*This nomination supersedes the nomination made by me earlier on ....which stands cancelled.
Dated this..day of...................................19................at..

Witness to Signature :

(1)..

(2)..

....

Signature of Employee

Note : *(1) The employee should draw lines across the blank below the last entry to prevent the insertion of any name after he has signed.*
(2) Further column should be filled in so as to cover the whole amount of gruatuity.
(3) The amount/share of gratuity shown in last column should cover the whole amount/share payable to the original nominees.

***Strike out, if not applicable.**

ANNEXURE IX

(See Paragraph 31 of the Scheme)

(To be sent to the Director of Public Instruction/ Director of Pension, P.F. and Group Insurance, W.Bengal/Director of Secondary Education/Director of Technical Education/Director of Library Services by the 31st January / 31st July at the latest)

Sl. No.	Name of Employee	Date of birth	Appointment held in substantive capaity, scale of pay, etc.	Appointment held in officiating capacity, Scale of pay, etc.	Date of super-annuation	If no extension of service, the date of expiry of the present extension	Whether the employee has made a formal application for pension, if so, the date of receipt of such application
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

APPENDIX III

(Application for Family Pension)

Claimants for family pension under paragraph 23 of the Scheme shall submit application to the pension sanctioning auhority in form prescribed in Part I below immediately after the death of the employee / pensioneer along with following documents, namely :

(1) death certificate.

(2) two copies of passport size photograph duly attested by a gazetted officer.

(3) guardianship certificate where pension is admissible to the minor children.

PART I

Form of application

Application for a family pension for the family of late Shri / Smt......................... ....in the ....

(designation)

1. Name of the applicant : ....
2. Relationship to the employee/pensioneer : ....
3. Date of death of the employee/pensioneer : ....
4. Date of retirement, if the deceased was a pensioner : ....
5. Name and age of surviving kindred of the deceased. —

Widow/ Widower	Name	Date of birth (by Christian era)
Sons		
Unmaried daughters		
Parents		

6. Name of Treasury /Sub-Treasury /Nationalised Bank at which payment is desired ....
7. Signature or left hand thumb impression (in the case of those who are not literate enough to sign their name) ....
8. (Descriptive roll of....... widow / widower /guardian of the minor children / parents of late ....

(i) Date of birth (by Christian era) ....

(ii) Height ....

(iii) Personal marks, if any, on hand or face : ....

(iv) Left hand thumb and finger impression

Small finger	Ring finger	Middle finger	Thumb	Index finger

Attested by — Witnesses —

(1).. (1)..
(2).. (2)..

Note : The descripting roll (Column B) and signature or left hand thumb and finger impressions accompanying application for family pension should be in duplicate (in two separate sheets and attested by two gazetted officers or persons of respectability in the town, village or pargana in which the applicant resides).

PART-II

Form for sanctioning family pension

1. Name of the employee :
2. Father's name(and also husband's name in the case of a married woman employee) :
3. Religion and Nationality :
4. Last appointment held including name :
5. Date of beginning of service :
6. Date of ending service :
7. Substantive appointment held :
8. Length of continous qualifying service prior to death :
9. Pay as per scheme :
10. Amount of family pension admissible :
11. Date from which pension is to commence :
12. Place of payment (Treasury / Sub-Treasury / Nationalised Bank) :

The undersigned having satisfied himself of the above particulars of late Shri/ Smt .... hereby orders the grant of a family pension of Rs .... per month to Shri .... which may be accepted by the Audit Officer as admisible under the Scheme.

....
(Signature and designation of the Sanctioning Authority)

APPENDIX IV

(See Paragraph 31 of the Scheme)

(Formal application for pension)

From ....

To ....

Subject : Application for sanction of pension

Sir,

I beg to say that I am due to retire from service with effect from the.................. my date of birth being .... I therefore request that steps may kindly

be taken with a veiw to the pension and gratuity admissible to me being sanctioned by the date of my retirement. I desire to draw my pension from .... Treasury.

2. I hereby declare that I have neither applied for nor received any pension or gratuity in respect of any portion of the service qualifying for this pesion and in respect of which pension and /or gratuity is claimed herein nor shall I submit an application hereafter without quoting a reference to this application and the orders which may be passed thereon.

3. I enclose herewith :

(i) two specimen signatures of mine, duly attested.

(ii) four copies of a passport size photograph of mine, also duly attested.

4. My present address is .... and my address after will be ....

....

Date .... *(Signature)*

....

(Designation)

Note : Any subsequent change of address should be notified to the authority.

APPENDIX V

FIRST PAGE

(See Paragraph 31 of the Scheme)

Form for pension and gratuity

1. Name of employee :
2. Father's name (and also husband's name in the case of a woman employee) :
3. Religion and Nationality :
4. Permanent residential address showing village / town district and State :
5. Present or last appointment, including name of :
   (a) Substantive
   (b) Officiating, if any :
6 Class of pension or gratuity applied for and cause of the application :
7. Institution under which services has been rendered (in order of employment) :
   (a) Period of service as an employee :
   (b) period of war / military service :
   (c) Amount and nature of any pension / gratuity received for military service
   (d) Amount and nature of any pension/ gratuity already received for any service :
8. (a) Average emoluments "
   (b) Emoluments for gratuity :
9. pay as defined in paragraph 5 (p) of West Bengal Non-Governmental Educational Institution Employee (Death-cum-Retirement Benefit) Scheme,1981 :

10. Proposed pension :
11. Proposed gratuity :
12 Whether the Family Pension Rule is applicable, if so amount of life time family pension becoming payable to the entitled members of the family of the employee in the event of his/ her death ;
13. Date from which pension is to commence :
14. Place of payment of —
    (a) Penson (Treasury/Sub-treasury/Nationalised Bank)
    (b) Gratutity (Treasury / Sub-Treasury /Nationalised Bank)
15. Whether nomination made for :
    (a) Family Pension, if applicable :
    (b) Death-cum-Retirement Gratuity :
16. Whether employee has paid all the employers dues :
17. Date of recognition of the Institution :
    (a) Date of recognition :
18. Date of approval of appointment :
19. Date of birth by Christian era of —
    (a) Employee :
    (b) Employee's wife / husband :
20. Height :
21. Identification marks :
22. Thumb and finger impressions / Signature :

Thumb	Fore finger	Middle finger	Ring finger	Little finger

(a) of employee :

(b) of employee's wife / husband ;

23. Date on which the employee applied for pension in the form prescribed in Appendix IV :

....

Signature of the Appointing Authority.

Persons who are literate enough to sign their names in English, Hindi or the official regional language are exempted from recording their left hand thumb and finger impressions provided they furnish certified copies of passport size photographs.

Details of service of Shri/Shrimati/Kumari..........

Date of birth..........

SECTION I

Institution/ Organisation with date of recognition	Appointment with date of approval	Officiating Substantive	Date of beginning	Date of ending	Period reckoning as service	Period not reckoning as service	Remarks by the Audit Officer
					Yrs. Month Days Days	**Yrs. Month**	+
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Total period of service..........

Note : *Date of commencement and date of ending of each period of military service if any, should be indicated in this section.*

SECTION II
Emoluments drawn during the last 12/10 months

Post held	From	To	Pay	Personal/Special Pay

Average emoluments

***In a case where the last 12/10 months include some period not to be reckoned for calculating average emoluments an equal period backwards has to be taken for calculating the average emoluments**

SECTION III
Period(s) of non-qualifying service

1. Interruption(s) : From To
2. Period of suspension not treated as qualifying :
   Any other scrivce not trated as qualifying : Total

SECTION IV

Period of service not verified with reference to Aquittance Rolls :

Whether the above period verified in accordance with the provisions of the Scheme and if not whether the necessity of verification of the aforesaid period of service dispensed with under orders of the appropriate authority.

Audit enfacement

1. Total period of qualifying service which has been accepted for the grant of superannuation/ retiring/ invalid/ compensation pension/ gratuity, with reasons for disallowances, if any (other than disallowances indicated in Section I)

Note : Service for the period commencing from ..... and up to the date of retirement has not yet been verified ; this should be done before the pension payment order is issued.

2. Amount of the superannuation / retiring/ invalid /compensation pension / gratuity, that has been admitted ;
3. Amount of the superannuation/retiring /invalid/compensation pension /gratuity, admissible after taking into account reduction, if any, in pen-

sion and gratuity made by the authority sanctioning pension ;

4. The date from which the superannuation / retiring /invalid/ compensation pension /gratuity is admissible ;
5. Head of account to which the superannuation/ retiring /invalid/ccompensation and special additional pension/gratuity is chargeable ;
6. The amount of life-time family pension becoming payable to the entitled members of family in the event of death of the employee after retirement.

....

Director of Pension, P.F. and Group Insurance
West Bengal

1. Date of submission of pension. Application by the employee ;
2. name of the employee ;
3. Class of pension or gratuity ;
4. Sanctioning Authority ;
5. Amount of Pension sanctioned ;
6. Amount of gratuity sanctioned ;
7. Date of commencement of pension ;
8. Date of sanction ;
9. Amount of family Pension admissible in the event of death of pensioner ;
10. Amount to be recovered from gratuity, if any ;
11. Employer's dues held over from the gratuity ;

APPENDIX VI
FORM I

(See Paragraph 34 of the Scheme)
Form of letter to the Director of Pension, P.F. and Group Insurance, West Bengal, forwarding the pension papers of an employee

To

The Director of Pension, P.F. and Group Insurance (West Bengal)

Sir,

I am directed to forward herewith the pension papers of Shri/ Shrimati .... of .... as per list for further necessary action

Yours faithfully
Director ....
West Bengal

LIST OF ENCLOSURES

1. Appendix V....... with details of service, etc. and Form II containing the orders of the pension sanctioning authority.
2. Medical certificate for invalidation (if the claim is for invalid person)
3. Service Book.
4. Memorandum of average emoluments reckoning for pension.
5. Last pay certificate.
6. (a) Two specimen signatures duly attested by a gazetted officer.

   (b) Three copies of joint passport size photographs with wife/husband duly attested by the President of the Governing Body/ Managing Committee of the Institution/Organisation
7. Formal application for pension
8. Explanation for delay, if any, beyond one month from the date of retirement of the employee in forwarding forms.
9. When the fact of service in another Institution/ Organisation is not satisfactorily attested in the Service Book duly certified abstract from the President of the Governing Body/Managing Committee of the Institution/Organisation.
10. Statement of the applicant's and collateral evidence duly accepted by the authority competent to sanction the pension.

FORM 2

(See Paragraph 33 of the Scheme)

Form for sanctioning pension

(To be sent in duplicate of payment is desired in a different Audit Circle)

1. Name of the employee ;
2. Father's name (and also husband's name in the case of a woman employee) ;
3. (a) Present or last appointment, including name of Institution /Organisation :

   (i) Substantive ;

   (ii) Officiating, if any :

   (b) Remarks by the receiving authority :

   (i) As to character and past conduct of employee : Good / Fair /Indifferent /Bad

   (ii) Explanation of any suspension or degradation :

   (iii) Any other remarks :

   (iv) Specific opinion of the receiving authority whether the service claimed is established and should be admitted or not.

   (c) Orders of the pension sanctioning authority :

The undersigned having satisfied himself that the service of Shri /Shrimati .... has been thoroughly satisfactory hereby orders the grant of the full

pension, death /retiring gratuity, service gratuity which may be accepted by the Audit Officer as admissible under the Scheme ; or,

The undersigned having satisfied himself that the service of Shri / Shrimati .... has not been thoroughly satisfactory hereby orders that the full pension and / or gratuity which may be accepted by the Audit Officer as admissible under the Scheme shall be reduced by the specified amount or percentage indicated below :

Amount or percentage of reduction in pension Rs......................

Amount or percentage of reduction in gratuity Rs......................

The grant or pension and/or gratuity shall take effect from : ....

(d) In the event of death of Shri /Shrimati .... a family pension which may be accepted by the Audit Officer as admissible under the Family Pension Scheme will be admissible to Shri/Shrimati...............................

(e) A sum of Rs............... on account of ....is to be held over from the gratuity till the outstanding dues are assessed and adjusted.

The pension and gratuity are payable at...................... Treasury/Sub-Treasury/Nationalised Bank and are chargeable to the budget head "226-Pension and other retirement benefit pension to employees of State aided Educational Institution".

This order is subject to the condition that if the amount of pension and /or gratuity as authorised be afterwards found to be in excess or amounts to which the pensioner is entitled under the scheme, he/she shall be called upon to refund such excess.

....

Signature and designation of the pension Sanctioning Authority.

Date :........................

Note : No amount of the gratuity need be held over if the employee has made a cash deposit or furnished a surety of a permanent employee.

Details of provisional pension and gratuity to be drawn by the President of the Government Body / M.C. of the Institution/Organisation in accordance with the procedure laid down in para 35 of the Scheme.

Provisional pension : Rs. p.m

Gratuity (50 per cent of the full gratuity mentioned against item................ of From ....) :

Less :

Net amount of gratuity to be paid provisionally :

....

Signature of the Pension Sanctioning Authority

APPENDIX VII

(See Paragraph 72 of Scheme)

Notes on commutation value of pension

Age next birthday	Value per Rs. commuted Rs.
51	155.40
52	151.92
53	148.20
54	144.60
55	140.76
56	137.04
57	133.20
58	129.36
59	125.52
60	121.36
61	117.72
62	113.76
63	109.80
64	105.84
65	102.00
66	98.04
67	94.20
68	90.36
69	86.64
70	82.92
71	79.20
72	75.60
73	72.12
74	68.64
75	65.28

APPENDIX VIII
(See Paragraph 40 of the Scheme)
FORM A — Part I

I, ..., desire to commute a portion of my original pension of Rs........................ P.. a month. I certify that I have correctly answered each and all of the questions below :

Dated the.................................... *Signature*..

Place.. *Designation*....................................
Address..

1. How much of your pension do you wish to commute ?..
2. Have you a wife ....
   How many members are there in your family with age and sex ?............................
3. What was your monthly income from all sources during the past year ?...............
4. Do you suffer from any complaint likely to shorten life ?.....................................
   If so, state its nature..
5. What is the class of your pension—superannuation, retiring or compassionate..
6. What is the date and year of your birth ?..
7. From which Treasury/Nationalised Bank do you draw your pension ?.................
8. What is the number of your present pension payment order issued by the Director of Pension, P.F. and Group Insurance West Bengal ? ....
9. Have you commuted any portion of your pension previously ?..............................
   If so, please give details ....
10. What portions of the pension commuted by you represent your orginal pension and temporary increase, if any...

FORM A—Part II

No......................

Date : ....

ACKNOWLEDGEMENT

Received from Shri/Smt...
(Name)
....application in Part I of Form A for Commutation of
(Designation)
a portion of pension after medical examination.

Place.................

Date :................

....
Signature of the Competent Authority

FORM A — Part III

No. .... Date ....

Forwarded to the Audit Officer (here indicate the address and designation)........ with the remarks that the particulars furnished by the applicant in Part I have been verified and are correct and the applicant is eligible to get a portion of his pension commuted after medical examination.

2. It is requested that Part IV of Form A may be completed and returned to this office as early as possible.

Place : ....

....
Signature of the Competent Authority

Date :.....................

FORM A — Part IV

Forwarded to..

(here enter the designation and address of the sanctioning authority)

2. Subject to the Medical Authority's/Medical Board's recommending commutation, the lump sum payable will be as stated below :

(i) Sum payable, if the commutation becomes absolute before —

On the basis of normal age, i.e.. year Rs.........................

do do plus

1. Year, i.e..years, Rs.

do do plus

2. Years, i.e..years, Rs.

do do plus

3. Years, i.e..years, Rs.

do do plus

4. Years, i.e..years, Rs.

do do plus

5. Years, i.e..years, Rs.

do do plus

(ii) Sum payable, if the commutation becomes absolute after the applicant's next birthday but before his next birthday but one.

On the basis of normal age, i.e.............................year Rs..........

do do plus

1. Years, i.e..years, Rs.

	do	do	plus
2.	Years, i.e..		...years, Rs.
	do	do	plus
3.	Years, i.e..		...years, Rs.
	do	do	plus
4.	Years, i.e..		...years, Rs.
	do	do	plus
5.	Years, i.e..		...years, Rs.
	do	do	plus

3. The sum payable will be a charge on—
   Central revenues Rs...............
   The Government of West Bengal Rs...............

Station :....................... ....
Date :......................... *Signature and designation of Audit Officer*

1. Name & address of the pensioner :
2. Amount of the original pension :
3. Amount on which value is reported :
4. Class of pension :
5. Date of retirement :

FORM A
Part V (1)

(If the applicant desires to commute a sum not exceeding Rs.25)

No................. Calcutta, the ....

MEMORANDUM

With reference to his application, dated......... regarding commutation of a portion of his pension, Shri.......................... is informed that Government are prepared to consider the question of allowing him to commute Rs........... out of his orginal monthly superannuation pension of Rs............ for a lump sum of Rs............ provided commutation can be sanctioned to take effect from a date prior to his next birth day falling on .... after setting all the preliminaries connected with the sanction. He is accordingly requested to state whether he is willing to accept the above lump payment and if so to submit a medical certificate in the prescribed form from Dr.............. the Chief Medical Officer of Health............../ Sub-Divisional Medical Officer, ... as the average exception of his life and bring with him at the time of examination the enclosed Form (B) (Part I) with particulars required therein except for the signature. The medical examination fee of Rs.16.00 should be paid to the aforesaid Surgeon.

2. He is also informed that the existing table on the basis which the sum has been calculated is also liable to revision.

3. He is further informed that unless the medical certificate is produced within three weeks from the date of receipt of this order his case will be closed.

4. An acknowledgement of the receipt of this order is requested within seven days.

Signature of the Competent Authority

FORM A

Part V (2)

(If the applicant desires to commute a sum exceeding Rs.25)

No. .... Calcutta, the ....

MEMORANDUM

With reference to his application, dated........... regarding commutation of a portion of his pension, Shri......... is informed that Government are prepared to consider the question of allowing him to commute Rs......... out of his original monthly pension of Rs...... for a lump sum of Rs......... provided that the commutation becomes absolute before the next date of his birth falling on......... He is accordingly requested to state whether he is willing to accept the above lump payment and if so to submit a medical certificate in the prescribed form from the Medical Board as to the average expectation of his life and bring with him at the time of examination the enclosed Form B (Part I) with particulars required therein completed except for the signature.

2. He is also requested to deposit a fee of Rs.16.00 into a Government Treasury under the head "080-Medical-A. Allopathy-VI-Other receipts-Others items" and to make over the receipt for the fee to the Board before examination.

3. He is further informed that the existing table on the basis of which the sum has been calculated is subject to alteration at any time without notice and consequently the sum calculated is also liable to revision.

4. The date, time and place of the meeting of the Board will be communicated direct to him by the ....

5. An acknowledgement of the receipt of this order is requested within seven days.

Signature of the Competent Authority

To

Shri/Smt. No.

(Applicant's name and address)

Copy with copies of Form B (Party II & III) forwarded to the .... for information and necessary action with the applicant a statement in Part I of Form B (which must be signed in his presence). It shall subject the pensioner to a strict examination in the light of the facts stated in the medical statement and enter the results of its examination in Part II of Form B. The Board may also be requested to record its opinion as to the accuracy with which the pensioner has answered the question in Part I of Form B regarding his medical history and habits and complete

the certificate in Part III of Form B. The applicant's signature or impression of the thumb of his left hand should be obtained on the certificate. The date, time and place of the meeting of the Board may also be comunicated to the applicant. The date of examination to be fixed may be any date convenient to the Board within three months from the date of this memorandum. The present address of the applicant is noted above.

Note : The Medical Board in the districts will consist of the Chief Medical Officer of Health and the District Medical Officer. In case the Chief Medical Officer of Health is not available, it may consist of the District Medical Officer and the nominee of the Chief Medical Officer of Health who should be a member of the West Bengal Health Services.

Calcutta, the................. *Signature of the Competent Authority*

FORM B

(See Paragraph 40 of the Scheme)

Medical examination by the .... (here enter the medical authority).

PART I

Statement by the applicant for communication of a portion of his pension.

The applicant must complete this statement prior to this examination by the.............. (here enter the medical authority) and must sign the .... declaration appended thereto in the presence of that authority.

	Questions	Answers
1.	State your name in full : (in block letters)	....
2.	State place of birth	....
3.	State your age and date of birth :	....
4.	Furnish the follwing particulars concerning your family :	

Father's age, if living and state of health	Father's age of death and cause of death	Number of brothers living their ages and state of health	Number of brothers dead, their ages at and cause of death

Mother's age if living, and state of health	Mather's age at death and cause of death	Number of sisters living, their ages and state of health	Number of sisters dead, their ages at and cause of death

5. Have any of your near relations suffered from tuberculosis (consumption, scrofula), cancer, asthma, fits, epilepsy, insanity or any other nervious disease ? ....

6. Have you ever -

(a) had small-pox, intermittent or any other fever, enlargement or supppuration of glands, spitting of blood, asthma, inflammation of lungs, pleurisy, heart disease, fainting attacks, rheumatism, appendicitis, epilepsy, insanity or other nervous disease, discharge from or other disease of the era, syphilis, gonorrohea, or ? ....

(b) had any other disease or injury which required confinement to bed or medical or surgical treatment, or ....

(c) undergone any surgical operation ? ....

7. Have you repture ? ....

8. Have you varicocale, varicose of veins, or piles ? ....

9. Is your vision in each eye good ? ....

10. Is your hearing in each ear good ? ....

11. Have you any congenital or acquired malformation, defect or deformity ? ....

12. When were you last vaccinated ? ....

13. Is there any further matter concerning your health not covered by the above questions which should be communicated to the medical authority ? ....

14. Have you ever been granted leave on medical certificate ? If so state periods of leave and nature of illness. ....

15. Has any application for insurance on your life ever been declined or accepted at an increased premium ? ....

16. (a) Have you ever been told that you had albumen or sugar in the urine ? ....

(b) Do you rise at night to urinate ? ....

(c) Are you now or have you ever been on special diet for your health ? ....

(d) Has there been any marked increase or decrease in your weight within the past three years ? If so, how much ? ....

17. Have you been under the treatment of any doctor within the last three months ? If so, for what illness ? ....

DECLARATION BY APPLICANT

(To be signed in Presence of the medical authority)

I declare all the above answers to be, to the best of my belief, true and correct.

I will fully reveal to the medical authority all circumstances within my knowledge that concern my health and fitness.

I am fully aware that by wilfully making a false statement or concealing a relevant fact I shall incur the risk of losing the commutation I have applied for and of having any pension withheld or withdrawn under Article 351, Civil Service Regulations.

Signed in presence of the *Applicant's Signature*
Signature and designation of Medical Authority

FORM B
PART II

(To be filled in by the examining medical authority)

1. Apparent age ....
2. Height ....
3. Weight ....
4. Girth of abdomen at level of umbilicus ....
5. Pulse rate : ....
   (a) Sitting ....
   (b) Standing ....
   (c) What is the character of pulse ? ....
6. What is the condition of arteries ? ....
7. Blood pressure :
   (a) Systolic ....
   (b) Diastolic ....
8. Is there any evidence of disease of the main organs ? ....
   (a) Heart ....
   (b) Lung ....
   (c) Liver ....
   (d) Spleen ....
9. Does chemical examination of urine show (1) albumen, (ii) sugar ? State specific gravity. ....
10. Has the applicant a rupture ? If so, state the kind and if reducible ....
11. Describe any scar or identifying marks ....
12. Any additional information ....

I have carefully examined and am of opinion that —

Either he is not in good bodily health and has the prospect of an average duration of life/ is not a fit subject for commutation or (in that case of an impaired life which is yet considered a fit subject for commutation) " as.............. is suffering from........... His age for the purpose of commutation, i.e. his age next birthday should be taken to be .... years more than his actual age."

....

Signature anddesignation of Examining Medical Authority

Station ....
Date ....

....

Signature of Applicant

(Thumb and finger impressions of the left hand of applicant)

FORM B
(See Paragraph 40 of the Scheme)
PART III

We have carefully examined .... and are of opinion that —

Either he is/ is not in good bodily health and has the prospect of an average duration of life /is not a fit subject for commutation of (in the case of an impaired life which is yeat considered a fit subject for commutation) "as .... is suffering from......... His age for the purpose of commutation, i.e. his age next birthday should be taken to be ...:...... years more than his actual age."

....
....
....
....

Signature of members of the Examining Medical Board

Station.....................
Date ....

....

Signature of Applicant

(Thumb and fingure impressions of the left hand of the applicant)

ANNEXURE II
(Under Payment Scheme)
PART I *(Pensioner's Declaration)*

To
The Director.................................
....
Sir,

I hereby authorise .... (name of the Bank & Branch with address) to receive payment of pension on my behalf for credit to the Single Name Special

Savings / Current Bank Account No. .... opened by me in the aforesaid Bank and further authorise that the receipt given by the Bank for the amount of my pension should be treated as legal aquittance.

I hereby declare that I and my heirs and successors accept the liability of making good to Government over-payment, if any, made to me under the Scheme.

Yours faithfully.

....
Signature of the Pensioner

Name....................................
Address.................................

PART II
Other Particulars

(Information under Sl. No. 2 to be furnished by the PPO Issuing Authority)

1. Specimen signature of ....

(i)
(ii) { Attested
(iii)

2. (i) Pension Payment Order No. ....

(ii) Amount of Basic pension ....

(iii) Temporary/ Ad-hoc Increase/ Relief in Pension...............

(iv) Date of commencement of the pension payment ....

(v) Recovery on account of employer's contribution towards C.P.F. (including interest).........

(vi) Name of the person(s) eligible to get Family Pension.........

(vii) Rate of Family Pension per month From .... to .... @ .... p.m. and thereafter from .... @ .... per month till death or remarriage or attainment of majority, whichever is earlier.

3. (i) Name of the branch of the Bank ....

(ii) Account No..........

Certified copy of the joint passport size photograph of the pensioner

....
Signature of the PPO Issuing Authority

PART III

Signature of the pensioner on his first appearance at the Bank ....

(Signed in my presence)
Signature of Manager/ Agent of the Bank

Declaration under Finance Department Order No. 2255-F dated the 22nd March, 1973, read with No. 3267-F dated the 22nd April, 1976.

Reg : Provisional pension and Gratuity.

Whereas the .... (here state the designation of the officer sanctioning the pension/ service gratuity/ retiring gratuity) has consented to grant me the sum of Rs. .... per month as the amount of my pension for .... months with effect from ....
and/ or the sum of Rs... as the amount of my service gratuity/ retiring gratuity, I here by acknowledge that in accepting the said amount (s) I fully understand that the pension/service gratuity/ retiring gratuity is subject to revision on the same being found to be in excess of that to which I am entitled under the rules, and I promise to base no objection to such revision. I further promise to refund any amount paid to me in excess of that to which I may eventually found entitled.

(Signature of the Pensioner)

GOVERNMENT OF WEST BENGAL
Finance Department (Audit Branch)

No.2435-F Calcutta, the 7th March, 1986.

MEMORANDUM

Sub : Further liberalisation of pension rules in the matter of determination of amount reckonable for pension and gratuity.

The question of further liberalisation of the rules regarding the amount reckonable for pension and gratuity has been under consideration of Government for some time past. After careful consideration, the Governor has been pleased to decide that, notwithstanding anything contained in the West Bengal Services (Death-cum-Retirement Benefit) Rules, 1971, the amount reckonable for pension and gratuity (including death gratuity) will be determined in the manner stated in paragraph 2 below in respect of State Government employees who were in Service on 31.3.85 and retired on or after 31.3.85 or will retire thereafter.

2. In terms of paragraph 1 above, the amount reckonable for pension and gratuity (including death gratuity) will be equal to :-

(a) "emolument" as defined in sub-rule 7(i) (d) of the West Bengal Services (Death-cum Retirement Benefit) Rules, 1971.

plus

(b) an additional amount appropriate to basic pay shown in the annexure to this Memorandum. The additional amount shown in the annexure is inclusive of the amount of dearness pay declared in terms of Memo No.11000-F, dated 12.9.83.

3. Government employees coming under the purview of this order have an option to choose between the two alternatives given below :

(a) To have their pension and gratuity calculated on their pay excluding the benefit as mentioned in paragraph 2 (b) and get all the instalments of relief on pension sanctioned from time to time according to the appropriate table of relief applicable to them.

(b) To have their pension gratuity calculated **after taking into account** the benefit as mentioned in paragraph 2 (b). but in such cases the relief on pen-

sion sanctioned upto February, 1986 will not be admissible to them. Relief or pension, if sanctioned after February, 1986 will be admissible to them according to the appropriate table of relief.

4. The term 'Basic Pay' as in paragraph 2 (b) will mean grade pay and will not include any other pay whatsoever, whatever may be the nomencalture.

5. The option as above will have to be exercised six months prior to the date of retirement. The option once exercised shall be final. In the cases where Government employees have retired already, the option will have to be exercised within six months from the date of issue of this order. In cases where the retired Government employees died before exercising option, the pension sanctioning authority will, on application made to him, allow the more advantageous of the two to the pensioners entitled to receive the balance under the West Bengal Services (Death-cum-Retirement Benefit) Rules, 1971.

Those who fail to exercise option or to make an application (in case of death of a pensioner) within the stipulated period will be governed by paragraph 2 (b) above.

6. The additional amount as stated above will not be taken into account for the purpose of calculation of family pension.

7. The West Bengal Services (Death-cum-Retirement Benefit) Rules, 1971 may be deemed to have been amended to the extent of the provisions of the order. Formal amendments to the said Rules will be notified in due course.

Sd/- P.K. Sarkar
Secretary to the
Government of West Bengal.

GOVERNMENT OF WEST BENGAL
Education Department
Budget Branch

No. 64(6)– Edn (B) / 1B–4/84 Pt.I Calcutta, the March 11, 1986.

From : Shri P.K. Ganguly, I.A.S.,
Deputy Secy. to the Government of West Bengal.
To : The Director of School Education, West Bengal (Sec.Edn).
Sub : West Bengal Recognised Non-Govt. Educational Institution Employees (Death-cum-Retirement Benefit) Scheme, 1981.
Ref : G.O. No. 136(5)-Edn(B) dt. 15.5.85.
G.O. No. 296(5)-Edn(B) dt. 7.10.85.

The undersigned is directed to say that in partial modification of the G.O. No 296(5)-Edn (B) dt. 7.10.85, the Governor is pleased to direct that the District Inspector of Schools (Secon. Edn) will act as "Pension sanctioning authority" in respect of the retired teaching and non-teaching staff of the aided/ sponsored / non-Government Secondary Schools including Madrasahs (Senior, Junior and High).

The undersigned is further directed to say that the question has been raised regarding the date for adjustment/ refund of the employer's portion of C.P.F. drawn by an employee, as envisaged in para 4(b) of the G.O. No. 136(5)-Edn (B) dt. 15.5.85. After careful consideration the Governor is pleased to direct that the date

of exercise of option to come under the Pension Scheme, introduced with effect from 1.4.81 in terms of G.O. No. 136(5)-Edn (B) dt. 15.5.85 should be taken as the date upto which refund/adjustment for the purpose of interest calculation should be made.

A model form required under para 42 of the Scheme read with para 7 of the G.O. No.136(5)-Edn (B) dt. 15.5.85 is enclosed for information and necessary action.

This order issues with the concurrence of the Finance Deptt. vide their U.O. No 677 Gr. J. dated 6.3.86.

All concerned have been informed.

Sd/- Illegible
Deputy Secretary.

FORM C

(To be submitted in duplicate)

PART I

Para 42 of the Scheme read with para 7 of 136(5)-Edn. (B) dt.15.5.85.

Form of Application for Commutation of Pension without Medical Examination.

I furnish below the relevant particulars and request that I may be permitted to commute a portion of my pension as indicated below :—

1. Name (In Block letters)...............
2. Date of birth ....
3. Date of superannuation on attaining the age of 60 years ....
4. Designation of the post held at the time of superannuation and the name of the Institution. Dist.............
5. Amount of pension sanctioned and whether it is provisional or final :
6. Class of pension as defined in the West Bengal Non-Govt. Educational Institution employees Pension-cum-Retirement Benefit Scheme 1981 :
7. Name of Treasury or Bank and Account Number from which pension is being drawn :
8. Name of Treasury or Bank through which the commuted value is desired through the Audit Officer who authorised the pension :
9. Designation of the Audit Officer and the number and date of the Pension Payment Order, if issued :
10. Amount (in whole rupees) of Pension and portion of pension proposed to be commuted :

11. Particulars of any application for commutation of pension made previously and whether appeared before any Medical Authority or note :

Date............

....

Signature

Full Address :

PART II

Forwarded to the (Audit Officer) for authorising the payment of the commuted value. The receipt of Part I of Form C has been acknowledged in Part III which has been forwarded separately to the applicant on ....

Date............

(Signature of the Competent Authority)

PART III

Acknowledgement

Received from Shri ....

retired (Designation) an application for commutation of pension without medical examination.

Date ....

(Signature of the Competent Authority)

Note : This acknowledgement is to be signed, stamped and dated and is to be detached from the form and handed over to the applicant. If the form is received by post, it has to be acknowledged on the same day and sent under registered cover to the applicant.

GOVT. OF WEST BENGAL

Office of the District Inspector of Schools (S.E)

No. 816 (260)

Dated Purulia, the 24th June '86.

From : The District Inspector of Schools (SE), Purulia.

To : The Secretaries/Administrators/D.D. Officers at all non-Govt. Secondary Schools in the district of Purulia.

Sub : *Release of Govt. share to the contributory Provident Fund Scheme of the teaching and non-teaching employees of the recognised Non-Govt. and Govt. sponsored Secondary schools (Jr. High, High & Higher Secondary) excluding Madrasahs covered by the Sarkary Deficit Grant-in-Aid scheme with effect from 1.4.81.*

Ref : Director of School Education, West Bengal's No. 11087(17) GA. dt.5.6.86.

Enclosed please find a circular issued by the Director of Schools of Education, West Bengal. On the subject referred to above for guidance of circular which is implicit will speak for itself.

The Managing Committees/ Administrators of all Secondary Schools are requested to aprise this office about the nature of option exercised as per G.O. No. 136 Edn(s) dt. 15.5.85 by each of the approved teaching and non-teaching Staff appointed within sanctioned strength at the school by the 7th July, 1986 at the latest in the following proforma :-

In this connection his attention is also drawn to this office letter his 823 dt. 5.6.86 and No. 1738 dt 1.11.85 wherein it was painted out that persons who were in service on 1.4.81 will have an option either (i) continue to be covered by the existing rules on covering retirement benefit or (ii) to come under the West Bengal Recognised Non-Govt. Educational Institution Employees (Death-cum-Retirement) Scheme 1981.

(A) For those opting for pension-cum-gratuity :-

(i) Employers Share of contribution to the C.P. Fund should be discontinued is not already done, with effect from the date of option.

(ii) Existing rules of contribution to the P.F. subscription by the employees shares continue.

District Inspector of Schools
(SE) Purulia.

PROFORMA

Name of the School .... P.O. ....
P.S. .... Block ....

....

Sl. No.	Name of the approved employees on joining P.F. benefit	Date of apptt.	Date of approval (No. & Date)	Date of Pantice Pation in the P.F. Scheme	Date of option
H.M.	A.H.M.	Asstt. Teacher	Clerk	CL. IV	

Whether opted for C.F. Cum gratuity	Whether opted for pension including family pension-cum-gratuity	Whether opted for the existing rules (Pension-cum-C.P.F.) governing retiring benefit

GOVERNMENT OF WEST BENGAL
Directorate of School Education
Pension Section

Office Memo. No.1252-Sc/Pen. Dated, the 20th Sept., '86.

Since the introduction of the West Bengal Recognised Non-Govt. Educational Institutional Employees (Death-cum-Retirement Benefit) Scheme, 1981, many cases for sanctioning pension have been received in this office. On scrutiny of those cases it reveals that most of the cases are incomplete for want of particulars as required under the above rule and as such, delay is being caused for disposal of the cases.

In order to avoid such delay in disposing of the pension casses, the Headmasters/Headmistresses are requested to see that the required particulars have been

furnished. For quick disposal, the following particulars must be supplied with pension application form in duplicate.

1. Service Book filled in properly.
2. Pension Applications including sanctioning memo in prescribed form. Pension Applications should be countersigned by District Inspectors of Schools (S.E).
3. Attested copies of the order of recognition — if the document is not available District Inspectors of Schools will furnish certificates in Service Book regarding recognition of the school.
4. Approval of appointment—Same procedure as pointed out in (3) above.
5. Attested copies of all extension orders.
6. A certificate in Service Book to be given by Headmaster that the Institution where the incumbent was employed is an aided one and not only D.A. getting School.
7. Last Pay Certificate showing details e.g. Basic Pay/Dearness Pay/ Spl. Pay indicating therein recovery, if any.
8. Attested copies of all qualification certificates. If not available Headmaster should record the date/year of Passing the Examination and it should be countersigned by District Inspector of Schools (S.E).
9. Option to come under D.C.R.B. Scheme, 1981 to be countersigned by District Inspector/Headmaster/ other approved authorities. Date of exercising option should be mentioned therein.
10. Initial Pay fixation statement and form of option of the employee. It should be countersigned by District Inspector of Schools.
11. Leave entries in Service Book by Headmaster to be countersigned by District Inspector/Asstt. Inspector. For extra-ordinary leave, the ground for which leave had been taken has to be mentioned. Order sanctioning such leave should also be furnished.
12. Statement of average emoluments (for those who retired between the period from 1.4.81 to 31.8.82)/ Pension Calculation sheet.
13. A.C.P.F. statement in proper form duly countersigned by Dist. Inspector of Schools. In addition, the following entries should be recorded in Service Book and authenticated by D.I./S.(S.E).

(i) (a) Period of contribution to C.P.F.

(b) Amount of employer's share of C.P.F. including interest accrued thereon.

(c) Date of drawal of employer's share, option date to D.C.R.B.'81.

(d) Amount of additional interest 5% per annum payable on employer's share of C.P.F. calculated from the date of drawal to the date of exercising option to come under D.C.R.B. Scheme, '81.

(e) Total amount to be recovered.

(f) Mode of recovery.

(ii) For those who deposited employer's share of C.P.F. in Treasury —

(a) Period of contribution.

(b) Employer's share of C.P.F. + interest accrued thereon.

(c) Date of deposit of (b) above and No. of Treasury Challan with date. In addition, a copy of Treasury Challan should be furnished with Pension Application.

14. Certificates of the appointing authority in terms of para 32 B+C of the G.O. No. 136(5)-Edn (B) dt. 15.5.85.
15. Nomination form of death gratuity duly filled in and countersigned by Headmaster.
16. Details of family for the purpose of family pension.
17. Declaration seeking adjustment of already drawn employer's share of C.P.F. in proper form in terms of G.O. No. 204-6-Edn (B) dt. 22.7.85.
18. Declaration of adjustment of any outstanding liabilities and declaration as per article 911 and 920 (i) of C.S.R.
19. Certificate of non-employment after retirement.
20. A no liability certifiate to be recorded in Service Book.
21. The fact of retirement and certificate of no break of service shall have to be recorded in Service Book. Period for which service has been verified should be mentioned in Service Book.
22. Photograph/Joint Photograph duly named and attested by the competent authority on the front side of photograph—3 copies . Headmaster / Headmistress is also the competent person in this respect. In case of family pension attestation should be done by a person belongs to Group—A Govt. Service.
23. Specimen signature duly attested — 3 slips, each bearing 3 (three) signatures in one slip.
24. Board's memo of fixation of pay for verification.

Sd/- S. Ghosh
Director of School Education
West Bengal

GOVERNMENT OF WEST BENGAL

Education Department

Budget Branch

No. 244 (5) Edn(B)

From : Shri P. K. Ganguly, IAS,
Deputy Secretary to the
Government of West Bengal.

To : The Director of School Education, West Bengal (Secondary)
Dated Calcutta, the 1st October, 1986.

Sub : *West Bengal Recognised Non-Government Educational Institution Employees (Death-Cum-Retirement Benefit) Scheme, 1981*

In partial modification of para (c) (1) of the G.O. No. 296(5)-Edn(B) dated 7th October, 1985, the undersigned is directed by the order of Governor to say that the Governor is pleased to direct that "For new entrants who joined services on or after 1st April, 1981 or will be joining thereafter, minimum General Provident Fund contribution shall be 6% of pay".

This order issues with the concurrence of the Finance Department vide their U.O. No. Group J/3063 dated 20th September, 1986

All concerned have been informed

Deputy Secretary
to the Government of West Bengal.

Government of West Bengal

Finance Department

Audit Branch

No. 30-F Calcutta, the 2nd January, 1987.

MEMORANDUM

1. Information has been received by the Director of Treasuries and Accounts, West Bengal that there is delay in making payment of pension, provisional pension including gratuity and commuted value of pension to the teaching and non-teaching staff of the Recognised Non-Government Educational Institutions as the communication of allotment of fund has not been received by the Treasuries, Calcutta Pay and Accounts Office and the concerned Drawings & Disbursement Officrs. After careful consideration of the matter the Governor has been pleased to decide that payment of pension, provisional pension, provisional gratuity, final gratuity and commuted value of pension in respect of employees of Recognised Non-Government Educational Institution shall be made at the Treasuries/Calcutta Pay and Accounts Office even where communication of allotment of fund has not been received. The payment will be made by the Treasury/Sub-Treasury/Calcutta Pay and Accounts Office in anticipation of allotment of fund and will be adusted against allotment made by the Controlling Officer. The D.D.O's will have to show the progressive expenditure at least in case the allotment of fund cannot be shown
2. Instructions have already been issued from the Directorate of Treasuries & Accounts, West Bengal that drawal of provisional pension will be made by presenting bill in Salary Bill form. It is clarified that salary bill form means the bill used for drawing salaries of State Government Employees. These forms will be available with all D.D.O's. In case the Collectors and District Magistrates feel the necessity they may arrange printing of 1,000 forms of salary bills from any Government Controlled Press and the cost will be borne by the Director of Treasuries & Accounts, West Bengal.
3. Questions have been raised on the point whether relief on account of Non-Government Institutions' pension is payable. It is clarified that in all pension payment orders (PPOs) issued by the Director of Pensions, Provident Fund and Group Insurance invariably instructions are given on the body of the pension payment order to pay relief. The Treasury shall pay interim releif on all such pensions of which pension payment orders are issued by the Director

of Pension, Provident Fund and Group Insurance on the basis of the instructions recorded on the pensions payment orders. These pensions will mean and include all pension payable with effect from 1.4.81 under Recognised Non-Government Eductional Institution Employees (D.C.R.B.) Scheme, 1981

4. Queries have been made from the various quarters on the point whether Non-Government Pension Payment can be made by money order and if so whether the money order commission on basic pension upto Rs.100/- (Rupees one hundred) will be borne by the Government as in the case of pensioners of State Government Employees. As the provisions of Rules now stands in respect of State Government Employees the money order commission on account of remittance of basic pension upto Rs. 100/- (Rupees one hundred) is borne by the State. In respect of State Government Employees' pension above Rs.100/- (Rupees one hundred) but upto Rs. 200/- (Rupees two hundred) the money order commission is borne by the pensioner himself (vide Rule 1 of Appendix 17B of West Bengal Treasury Rules, Volume II) The State Government Pensioners drawing pension from Public Sector Banks being rendered physically incapacitated to sign and move, face difficulty to draw their pension from the Banks as the paying banks do not entertain payment against left thumb impression unless the pensioners personally appear. In veiw of this hardship such State Government pensioners unable to sign and move due to physical disabilities have been allowed to draw their monthly pension by postal money orders at their option irrespective of the amount of the pension at Government expenses suject to the condition that the Treasury/ Sub-Treasury Officers are satisfied about the genuineness of the case [vide note (III) below Rule I of Part B of Appendix 17B}. It has been felt by the Directorate of Treasuries and Accounts, West Bengal that the facilities of paying pension by money order as available in respect of Government Employes as explained hereinbefore may be extended in the areas of pension payment in respect of employees of Recognised Non-Government Educational Institution and such other pensioners who are not getting this facility but whose pension is paid by the State Government.

5. After careful consideration of the position as stated in paragraph 5, the Governor has been pleased to order that uniform procedure for pension payment by money order will be adopted at the Treasuries/Sub-Treasuries. The facilities for payment by money order as available for retired State Government Employees shall also be extended to all pensioners in respect of whom the liability for pension payment rests with the State Government. This Scheme for payment by money order cannot be extended to the pensioners of the Central Government other State Governments and pensions payable to Defence Employees as in their case the procedure as laid down by the Government of India and the respective authorities will have to be followed.

6. The procedure as followed by the Treasuries in respect of remittance of pension by money order under simplified procedure of pension payment in terms of Appendix 17B of Treasury Rules will also be followed in these cases.

Sd/- C. N. Chatterjee
Deputy Secretary to the Goverment of
West Bengal

GOVERNMENT OF WEST BENGAL
Education Department
Budget Branch

No. 142(5)Edn.(B) / IM – 19/87 Dated Calcutta, the 1st June, 1987

From : Shri P. K. Ganguly, IAS
Joint Secretary to the Govt. of West Bengal

To : The Director of School Education (Secondary), W.B.

Sub : The West Bengal Recognised Non-Govt. Educational Employees (Death-cum-Retirement Benefit) Scheme, 1981

The undersigned is directed to say that a question has been raised regarding calculation of death gratuity and "Retiring gratuity" of the employees of Non-Govt. educational institutions whose cases are covered by the scheme introduced in terms of Government order No. 136-Edn. (B) dated 15.5.85. As the same are calculated on the basis of the emoluments last drawn, the Governor is pleased to direct that the following definition is incorporated in the scheme at para 5 (qq) :

"(qq) Amount reckonable for death/retiring gratuity means the emoluments last drawn in respect of the employees who died or retired upto 31.8.82. From 1.9.82 the amount reckonable for death / retiring gratuity means the emoluments last drawn plus additional amount as admissible normally as per option of the employee concerned".

The Governor is also pleased to direct that the words "Pension" and emoluments appearing in the first sentence of para 20(a) of the scheme should be substituted as "gratuity" and amounts ... reckonable for gratuity respectively, and that the word "Pension" appearing in the 1st sentence of para 21 of the scheme should be substituted as "gratuity".

This order issues with the concurrence of the Finance Department vide their U.O No. 881 Group J dated 20.4.87.

All concerned have been informed

Jont Secretary

GOVERNMENT OF WEST BENGAL
Education Department
(Budget Branch)

No. 242(6)–Edn.(B) / 5B – 29/86 Dated, Calcutta, the 20th August, 1987.

From : Shri P. K. Ganguly I.A.S
Joint Secretary to the Govt. of West Bengal

Sub : Sanction of retirement benefits to the employees of Non-Government Educational Institutions.

The undersigned is directed to forward herewith a copy of Memo No. 30-F dated 2.1.87 issued by the Finance Department regarding payment of Pension provisional pension including gratuity etc. for information and necessary action.

Joint Secretary

GOVERNMENT OF WEST BENGAL
Education Department
Budget Branch

No. $\frac{\text{277-Edn.(B)}}{\text{IM-70/87}}$ Dated, Cal. 7th Oct. 1987.

From : Shri P. K. Ganguly, I.A.S.
Joint Secretary to the Govt. of West Bengal

To : The Finance Department (Audit)
Pension Cell (non-Govt)
Purta Bhavan, Salt lake,
2nd Floor, Calcuttta-91

Sub : *Pension case of Smt. Lila Ghosh Retired Headmistress Bharati Girls School.*

The undersigned is directed to invite a reference to the Department letter No.10221-F dated 3.9.87 on the subject mentioned above and to say that it appears from the available records that Sm. Lila Ghosh was appointed Headmistress in November,1948 which was subsequently approved by the West Bengal Board of Secondary Education on permanent basis in 1966. The case of Smt Lila Ghosh and such other teachers should not be examined in the light of the orders issued by the Government later on in respect of Headmaster /Headmistress. The decision of the West Bengal Board of Secondary Education should be accepted and such teachers should be allowed all the benefits sanctioned by Govenment from time to time for Headmaster/Headmistress

Appointment of Headmaster/Headmistress in Secondary/H. S. Schools, which has not been approved by University or West Bengal Board of Secondary Education shall be examined in the light of the order No.666-F dated 1.3.71 read with order No. 386-Edn(S) dt.12.2.74.

Cases of those Headmaster/Headmistress of Secondary/H. S. Schools not covered by the aforesaid orders shall be examined in terms of G.O. No. 54-Edn (B) dt. 5.3.87.

Action taken in this respect may be intimated to this Department at an early date.

Sd/- Illegible (Joint Secretary)

GOVERNMENT OF WEST BENGAL
Directorate of Pension, Provident Fund & Group Insurance
Finance Department

No. 3888-DPPG/Pen (S)-Misc 1/87 Dated 16.10.87

From : Smt. Jaya Ghosh Dasgupta, IAS, Director

Sub : *Revision of the structure or classification of transactions in Government Accounts from 1.4.87.*

Sir,

I am to state that in terms of G.O. No. 183(5) Edn(B) dated 3.7.87 issued by the Education Department Government of West Bengal, the existing structure of accounting classification has been changed and a new structure of accounts has been evolved w.e.f. 1.4.87.

2. Accordingly, the relevant receipt and expenditure heads indicated in paras 8 and 9 of the G.O. No. 136-Edn(B) dated 15.5.85 have been replaced by the Heads as follows w.e.f. 1.4.1987.

RECEIPT HEAD

"0071-Contributions and recoveries towards pension and other retirement benifits-01-Civil-800-Other receipts-other items "(0071/01/800)

EXPENDITURE HEAD

"2071-Pension and other retirement benefits-01-Civil-109 Pension to employees of State aided Educational Institutions" (2071/01/109)

1. Pension to employees of Primary Schools-Pensions
2. Pension to employees of Secondary School-Pensions.
3. Pension to employees of other educational Institutions/Organisations-Pensions
4. Pensions to employees of Colleges-Pensions
5. Commuted value of Pensions to the employes of State aided Educational Institutions.

The refund of the employer's share of contributions to the C.P.F. by these educational institutions who will come/already come under the pension scheme, should be *Credited* to the head "8004-State Provident Fund-01-Civil-102-Contributory Provident Fund".

3. I am also to add that in terms of G.O. No. 265-Edn(B) dated 11.9.87 of the Educational Department, Government of West Bengal *recovery of Overdrawal in pay* in respect of the non-Government Primary and Secondary School teachers and non-teaching staff would be credited on the from 1.4.87 to the head as follows :

(i) The recovery of overdrawal in pay, if made within the year of incurring the expenditure, such recovery would be credited to the new head of account "2202-General Education Deduct-Recoveries Adjustable in Reduction of Expenditure."

(ii) If there lapses occur one year or more after drawal of the amount (i.e. overdawal in pay) it would be credited directly to the new receipt head of account "0202-Education, Sports, Art and Culture-01-General Education-201-Elementary Education/202- Secondary Education - Other receipts."

4. In veiw of above revision of the structure of classification of transactions in Government Accounts from 1.4.87 corrections of the head(s) of account as such where necessary may please be made accordingly in those Pension cases where P.P.O and G.P.O. in favour of superannuated /retired/deceased non-Govt. Primarry & Secondary School Teaching and Non-teaching Staff etc. have already been issued by this Directorate on and from 1.4.1987.

Yours faithfully
Sd/- Jaya Ghosh Dasgupta
Pension, Provident Fund & Group
Insurance, West Bengal

GOVERNMENT OF WEST BENGAL
Directorate of Pension, Provident Fund & Group insurance
Finance Department

Memo No. 5236 (34) DPPG Dated, Salt Lake, the 25th Nov, '87

To,

The District Inspector of Schools (P.E/S.E)

Sub : *Commutation of pension without Medical Certificate—Form 'C' thereon.*

Sir,

I am to state that most of the cases received for commutation of pension without medical ceritificate suffer from the following defect.

Due to non-inclusion of Form 'C' previously in the scheme all incumbents used to apply in Form 'A' for commutation without medical certificate in terms of para 40 of the scheme. The above omission was, however, made good and Form 'C' was brought into use in terms of G.O. No....64(6) ... Edn(B) dated 11.3.86

But owing to communication gap we are still receiving cases for commutation without medical certificate in Form 'C' where there is no indication when the first application for commutation was received which is essential for processing the case.

I am therefore to request you to include tha following details in Form 'C' before sending the case to this office.

PART—II

Forwarded to the Directorate of Pension, Provident Fund & Group Insurance, West Bengal for authorising the payment of the commuted value. The application of incumbent in Form 'A' for commutation without medical examination was received in my office on...

Afterwards, the receipt of Part—I of Form 'C' has been acknowledged in Part—III on.... which has been forwarded separetely to the applicant on............

....

(Signature of the Competent Authority)

Yours faithfully
Sd/- Director
Pension, Provident Fund & Group Insurance, West Bengal

GOVERNEMENT OF WEST BENGAL
Education Department
Budget Branch

Dated, Calcutta, the 20th January 1988

No. 22-Edn(B) / IM-70/87

From : Shri P. K. Ganguly I.A.S
Joint Secretary to the Government of West Bengal

To : The Finance Department (Audit)
Pension Cell (Non-Government)

Sub : *Pension case of Assistant teachers in Secondary Schools*

In continuation of this Department Memo. No. 326-Edn(B) dated 17th December, '87 on the above subject the undersigned is directed to say that the cases of those Assistant teachers' teaching and non-teaching staff of Secondary Schools which have been approved by the West Bengal Board of Secondary Education, should be examined in accordance with the principles laid down in this Department Memo No. 277-Edn (B) dated 7.10.87

Sd/-Illegible
Joint Secretary

GOVERNMENT OF WEST BENGAL

Education Department *(Budget Branch)*

No $\frac{142(5)\text{Edn(B)}}{\text{IM}-19/87}$ Dated, Calcutta the 1st February, 1988

From : Shri P. K. Ganguly,I.A.S
Joint Secretary of the Government of West Bengal

To : The Director, Pension, Provident Fund & Group Insurance
West Bengal
Purta Bhavan, (Salt lake), Calcutta

Sub : *Pension of teaching and non-teaching staff of Educational Institution*

The undersigned is directed tosay that the services rendered in an un-aided institution by the teaching and non-teaching staff of Educational Institutions will count towards pension provided at the time of retirement the incumbent concerned retires from aided institution other conditions being fulfilled.

Illegible
Joint Secretary

GOVERNMENT OF WEST BENGAL

Education department

Budget Branch

MEMORANDUM

Memo No. $\frac{180-\text{Edn.(B)}}{\text{1M}-83/88}$ Dated, Calcutta, the 20th May, 1988.

Sub : Counting of service spent in unaided Institution(s) by teaching and non-teaching staff of Educational Institution(s) towards pensionary benifits.

In supersession of G.O. No.31-Edn (B) dt. 1.2.88 the undersigned is directed by order of the Governor to say that the Governor has been pleased to direct that service rendered by a teaching or non-teaching employee in unaided Institution or Institutions shall be counted towards pensionable service provided at the time of retirement /death /superannuation of the employee concerned the Institution or Institutions in which the incumbent served received aid from the Government or any other body authorised by the Government for the purpose.

2. While forwarding the pension case to the Directorate of Pension, Provident Fund, and Group Insurance, West Bengal, the pension sanctioning Authority will have

to certify accordingly in the service book of the incumbent concerned that the employee concerned service in a recognised institution and retired from and aided institution (other than only D.A. getting school).

3. This Memo. takes effect from 01.04.1981.

4. The aforesaid provision will not apply to educational institution which receive only Dearness Allowance.

5. This has the concurrence of Finance Department., Group-J vide their U/O No. 1473-Gr. J. date 20.5.88.

Sd./- S. S. Chattopadhyay
Secretary

GOVERNMENT OF WEST BENGAL

Education Department

Budget Branch

No. 256–Edn.(B) / Misc.– 1/87 Dated, Calcutta, the 15th August, 1988.

From : Shri S. S. Chattopadhyay, I.A.S. Secretary to the Govt. of West Bengal.

To : The Director of Pension, Provident Fund & Group Insurance, West Bengal.

Sub : Sanction of provisional pension beyond 12 months.

In terms of para 34 of the West Bengal Recognised Non-Government Educational Institution Employees' (DCRB) Scheme, 1981 in no case the Provisional pension will continue beyond twelve months. It, 'however, came to the notice of the Government that in many cases pension sanctioning authorities have sanctioned provisional pension beyond 12 months in clear contravention of the said scheme, leading to delay in sanction of pension etc.

2. After careful consideration of all aspects of the matter, the Governor has been pleased to condone the irregularities committed by the pension sanctioning authorities in sanctioning provisional pension beyond 12 months up to the date of this order in contravention of the provisions of the para 34 of DCRB Scheme 1981 and to direct that such cases be admitted by the Directorate of Pension, Provident Fund & Group Insurance, West Bengal.

3. This has the concurrence of the Finance Department vide their U.O. No. 2318 Group J dated 6.8.88.

By order of the Governor
Sd/- S. S. Chattopadhyay. (Secretary)

GOVERNMENT OF WEST BENGAL

Education Department (Budget Branch)

No. 284–Edn(B) / Im–56/89 Dated, Calcutta, the 17th October, 1989

From : Shri A. K. Samanta,
Assistant Secretary to the Government of West Bengal.

To : The Director of School Education, West Bengal.

Sub : The West Bengal Recognised Non-Government Educational Institution Employees (Death-cum-retirement Benefit's) Scheme 1981.

Ref : 136-Edn(B) dated 16.5.85.

The undersigned is directed by order of the Governor to say that the Governor has been pleased to extend the last term of exercising revised option upto 30.6.90 to facilitate the employees of the recognised Non-Government Educational Institutions to come under the West Bengal Recognised Non-Government Educational Institution Employees (Death-cum-Retirement benefit) Scheme, 1981.

This order issues with the concurrence of Finance Department vide their U.O. No. Group J 2786 dated 28.9.89.

All concerned are being informed.

Sd/- Illegible
Assistant Secretary.

GOVERNMENT OF WEST BENGAL
Education Department
Budget Branch

No.297(2)-Edn (B) Dated, Calcutta, the 25th October, 1989.

From : P. K. Ganguli, I.A.S.,
Joint Secretary to the Govt. of West Bengal.

Sub : Ex-gratia increase in pension.

Ref : G.O. No. 411-Edn(B), dt. 16.9.83.

The undersigned is directed by order of the Governor, to say that the Governor has been planned to sanction an ex-gratia increase in pension of Rs.100/- P.M. (Rupees one hundred) only with effect from 1.1.89 to those teaching and non-teaching employees of Primary and Secondary Schools (Junior High, Higher Secondary including Junior and High Madrasah) who retired before 1.4.81 and who have been getting pension according to the rules laid down in G.O. No. 1610-Edn(S) dt. 18.7.68 subsequently amended and No. 2299-Edn(P) dt. 12.12.72.

The charge will proceed against the appropriate head of account in Budget Estimate.

This order issues with the concurrence of the Finance Deptt. vide their U.O. No. Group-J/2905 dt. 19.10.89.

The Accountant General, W.B. and Pay & Accounts Officer, Calcutta Pay & Accounts Office have been informed.

Sd/- Joint Secretary.

GOVERNMENT OF WEST BENGAL
Education Department

No. $\frac{36-\text{Edn(B)}}{\text{IM}-56/89}$ Dated Calcutta, the 9th March, 1990.

From : Shri B. Mantrani,
Assistant Secretary to the Govt. of West Bengal.

To : The Director of School Education, West Bengal,

Sub : *The West Bengal Recognised Non-Government Educational Institution Employees (Death-cum-Retirement Benefit) Schemes, 1981-Clarification regarding date of option, etc.*

In continuation of this Department Memo No. $\frac{284-\text{Edn (B)}}{\text{IM}-56/89}$ dated 17.10.89 on the subject mentioned above, the undersigned is directed by order of the Governor to say that the Governor is pleased to make the following clarifications in so far as paragraph 5(a) of Memo No. 136-Edn(B) dated 15.5.1985 is concerned, namely :—

(1) A member of the teaching staff (including any who retired on or after 1.4.1981) who exercised option with 31.12.85 and whose option had been subsequently found overwritten or erroneous and was already regularised by a special order, may re-exercise option in cancellation of the previous one within 30.6.90 :

(ii) Option exercised by teachers after 31.12.85 may be regularised :

(iii) Teachers who did not exercise any option earlier may now exercise option, if they so desire, by 30.6.90.

(2) Paragraph 5(a) of Memo No. 136-Edn(B) dated 15.5.85 shall stand modified to the extent indicated in Paragraph 1 above.

(3) This order issues with the concurrence of the Finance Department Vide their U.O. No. 3476 Group J dated 14.2.90.

(4) The Accountant General, West Bengal and the Ppay and Accounts Officer, Calcutta Pay and Accounts Office are being informed.

Yours faithfully
Sd/- B. Mantrani
Assistant Secretary to the
Govt. of West Bengal.

GOVERNMENT OF WEST BENGAL
Education Department
Budget Branch

Dated Calcutta, the 5th June, 1990.

No. $\frac{151-\text{Edn(B)}}{\text{IM}-24/90}$

MEMORANDUM

Sub : *Revision of pensionary benefits of employees governed by the West Bengal Recognised Non-Government Educational Institution Employees (Death-cum-Retirement Benefit) Scheme, 1981 consequent on the Revision of pay.*

The undersigned is directed by order of the Governor to say that the question of modification of orders granting pensionary benefits to the employees of the recognised non-government educational institutions and organisations consequent on the revision of pay introduced under this Department Memo No.33-Edn(B) dated the 7th March, 1990 has been under consideration of Government. After careful consideration of the matter, the Governor has been pleased to decide that

the pensionary benefits in respect of the employees whose pay has been fixed under the aforesaid memo bearing No. 33-Edn(B) dated the 7th March, 1990 actually or in whose favour such revised pay has been allowed notionally shall be determined as follows :—

(i) The provisions contained in this order shall apply to such employees as are governed by the West Bengal Recognised Non-Government Educational Institution Employees (Death-cum-Retirement Benefit) Scheme 1981 who retire or die in harness on or after the 1st January, 1986.

(ii) Where such pension has been provisionally sanctioned in cases occurring on or after 1.1.86, the same shall be revised in accordance with this order. In cases where pension has been finally sanctioned under the orders in force prior to the issue of this order and if it happens to be more beneficial than the pension becoming due under this order, the pension already sanctioned shall not be revised to the disadvantage of the pensioners.

(iii) The amount reckonable for pension/family pension/gratuity means :—

"Emoluments" as defined in sub-paragraph(p) of paragraph 5 of Chapter-II of Annexure I to this Department memo No. 136-Edn-(B) dated 15.5.85.

(iv) Pension shall be calculated at 50 per cent of the amount reckonable for pension drawn last in all cases instead of under the slab system as provided for in sub-paragraph (1) of paragraph 16 of the West Bengal Recognised Non-Government Educational Institution Employees (Death-cum-Retirement Benefit) Scheme, 1981 and shall be subject to a minimum of Rs.375/- (Rupees three hundred seventy five) only, per month and a maximum of Rs.2,250/- (Rupees two thousand two hundred fifty) only, per month. The amount of pension arrived at on the above basis will be related to the maximum qualifying service for 33 years. For employees who at the time of retirement have rendered qualifying service for 10 years or more but less than 33 years, the amount of their pension will be such proportion of the maximum admissible pension as the qualifying service rendered by them bears to the maximum qualifying service of 33 years. There will be no ceiling on the amount reckonable for pension.

(v) Payment of gratuity after a service of less than 10 years at the time of retirement as provided for in sub-paragraph (b) of paragraph 20 of the West Bengal Recognised Non-Government Educational Institution Employees (Death-cum-Retirement Benefit) Scheme, 1981 shall continue.

(vi) In the cases of employees who have completed qualifying service for 10 years or more, retiring gratuity on retirement shall be paid at the rate equal to one-fourth of the amount reckonable for gratuity drawn by them for each completed six monthly period of qualifying service, subject to a maximum of 16 1/2 times of the amount reckonoable for gratuity, provided that the amount of retiring gratuity payable shall, in no case, exceed Rs.60,000/- (Rupees sixty thousand) only. There will be no ceiling on the amount reckonable for gratuity.

(vii) In the event of death in harness, the death gratuity shall be admissible at the following rates :—

Length of qualifying service	Rate of gratuity
(a) Less than one year	2 times of the amount reckonable for gratuity.

(b) One year or more but less than 5 years	6 times of the amount reckonable for gratuity.
(c) 5 years or more but less than 20 years	12 times of the amount reckonable for gratuity.
(d) 20 years or more	Half of the amount reckonable for gratuity for every completed six monthly period of qualifying service, subject to a maximum of 33 times of the amount reckonable for gratuity provided that the amount of death gratuity shall, in no case, exceed Rs.60,000/- (Rupees sixty thousand) only.

There will be no ceiling on the amount reckonable for death gratuity.

(viii) The rates of family pension as provided for in sub-paragraph(a) of paragraph 25 of the West Bengal Recognised Non-Government Educational Institution Employees (Death-cum-Retirement Benefit) Scheme, 1981 shall be revised as follows :—

Amount reckonable for family pension drawn per month	**Rate of family pension per month.**
(a) Not exceeding Rs.1,500/-	30 per cent of the amount, subject to a minimum of Rs.375/-.
(b) Exceeding Rs.1,500/-	20 per cent of the amount, subject to a minimum of Rs.450/- and a maximum of Rs.800/-.

There will be no change in the existing provisions except that such payment of family pension at enhanced rate shall be made for a period of 7 years or up to the date on which the deceased employees would have attained the age of 65 years had he survived, whichever is earlier, as provided for in sub-paragraph (b) of paragraph 25 of the West Bengal Recognised Non-Government Educational Institution Employees (Death-cum-Retirement Benefit) Scheme, 1981. In no case the amount of enhanced family pension in the event of death of an employee while in service shall exceed 50 per cent of the amount reckonable for family pension drawn last by the concerned employee at the time of death. In no case the amount of enhanced family pension in the event of death after retirement shall exceed the amount of original pension before commutation sanctioned to the employee concerned.

(ix) Employees who retired during the period from 1.1.86 to 31.12.87 are also entitled to have their pensionary benefits revised notionally on the basis of revised pay fixed notionally in terms of this Department Memo No. 33-Edn(B) dated the 7th March, 1990. For the period prior to 1.1.88, they shall not get any arrears representing the difference between revised pension and existing pension for the period up to 31.12.87. They shall continue to draw the existing amount of pension which was fixed without taking into account the benefit of notional fixation of pay upto 31.12.87. They shall get actual payment of revised pensionary benefits, i.e. pension, death/retiring

gratuity and family pension arrived at on the basis of "emoluments" allowed notionally with effect from 1.8.88. In their cases, pensionary benefits shall be calculated on the basis of notional pay fixed under this Department Memo No.33-Edn(B) dated the 7th March, 1990 and initial pay fixation statement checked by the competent authority and also on the basis of certificate of notional emoluments to be issued by the respective pension sanctioning authority on the date of superannuation/death based on initial notional pay checked by the competent authority, as special case. The Director of Pension Provident Fund and Group Insurance, West Bengal will issue authority for payment of revised pensionary benefits with effect from 1.1.88 onwards on the basis of certificate of notional "emoluments" and initial pay fixation statement checked by the competent authority as stated above without insisting on issuing of last pay certificate.

The pension sanctioning authority will prepare pension papers in those cases as usual on the basis of notional "emoluments" and submit the same to the Director of Pension, Provident Fund and Group Insurance, West Bengal for issue of authority for payment of pensionary benefits at revised rate as stated in this order. In the cases of employees who are already in receipt of pension as stated above, the pension sanctioning authority in their cases will send previous pension papers alongwith service book, initial pay fixation statement checked by the competent authority and certificate of notional "emoluments" and also revised calculation sheet showing calculation of revised pensionary benefits. The Director of Pension, Provident Fund and Group Insurance, West Bengal will authorise payment of pensionary benefits at revised rate accordingly to the pension disbursing officer concerned. The amount of gratuity, if any, paid earlier in respect of the employees, of this category according to the orders prevailing at the materials time will be adjusted against the revised gratuity calculated on the basis of notional "emoluments" now authorised by the Director of Pension, Provident Fund and Group Insurance, West Bengal on the basis of this order. In the cases of pensioners who are otherwise eligible to have their pay fixed notionally under this Department Memo No. 33 -Edn(B) dated the 7th March, 1990 and who died on any date before or after being eligible to get actual payment of revised pension and gratuity determined on the basis of notional "emoluments", pension/family pension and gratuity in respect of them shall also be determined as stated above and life-time arrears of such benefits with effect from 1.1.88 shall be paid to the nominee/legal heir (ss)/family as usual after adjustment of the amount already paid on this account earlier.

(x) The benefit of commutation of pension without medical examination not exceeding one-third of the difference between the revised pension and the pre-revised pension will also be admissible to the pensioners in accordance with the existing orders provided :

(a) they previously commuted a portion of their unrevised pension without medical examination and now apply for commutation of the portion of revised pension in the prescribed form within one year from the date of sanction of their revised pension ;

(b) the commutation in such cases shall become absolute on the date on which the application is received by the respective Pension Sanctioning Authority ;

(c) the commuted value will be determined on the basis of age next birthday on the date on which the said commutation of pension shall become absolute.

(xi) The West Bengal Recognised Non-Government Educational Institution Employees (Death-cum-Retirement Benefit) Scheme, 1981 shall be deemed to have been amended to the extent of the provisions contained in the order. Formal amendment to the said scheme will be made in due course.

2. The terms "Employee" wherever it occurs in this order shall mean an employee as defined in sub-paragraph (k) of paragraph 5 of Chapter II of Annexure I to this Department Memo No. 136-Edn(B) dated 15.5.85 and as defined in sub-paragraph (e) of paragraph 2 of this Department Memo No. 33-Edn(B) dated the 7th March, 1990.

3. This order issues with the concurrence of the Finance Department vide their unofficial No. 1551-Group 'J' dated 1.6.90.

4. The Accountant General, West Bengal, the Pay and Accounts Officer, Calcutta Pay & Account Office, the Director of Pension, Provident Fund and Group Insurance, West Bengal and the Treasury Officer are being informed.

Sd/- J. M. Chatterjee
Deputy Secretary to the
Government of West Bengal.

GOVERNMENT OF WEST BENGAL

Education Department
Budget Branch

Dated Calcutta, the 13th June, 1990

No. $\frac{157-\text{Edn(B)}}{1\text{M}-24/90}$

MEMORANDUM

Sub : Revision of pensionary benefits of employees Governed by the West Bengal Recognised Non-Government Educational Institution Employees (Death-Cum-Retirement benefit) Scheme 1981 consequent on the Revision of pay.

In supersession of this Department Memo No 151 Edn(B) dated the 5th June, 1990, the undersigned is directed by order of the Governor to say that the question of modification of orders granting pensionary benefits to the employees of the recognised non-government educational institutions and organisations consequent on the revision of pay introduced under this Department Memo No. 33-Edn(B) dated the 7th March, 1990 has been under consideration of Government. After careful consideration of the matter, the Governor has been pleased to decide that the pensionary benefits in respect of the employees whose pay has been fixed under the aforesaid memo bearing No. 33-Edn(B) dated the 7th March, 1990 actually or in whose favour such revised pay has been allowed notionally shall be determined as follows :

(i) The provisions contained in this order shall apply to such employees as are governed by the West Bengal Recognised Non-Government Educational Institution Employees (Death-cum- Retirement Benefit) Scheme, 1981 who retire or die in harness on or after the 1st January, 1986.

(ii) Where such pension has been provisionally sanctioned in cases occurring on or after 1.1.86, the same shall be revised in accordance with this order. In cases where pension has been finally sanctioned under the orders in force prior to the issue of this order and if it

happens to be more beneficial than the pension becoming due under this order, the pension already sanctioned shall not be revised to the disadvantage of the pensioners.

(iii) The amount reckonable for pension/family pension gratuity means : "Emoluments" as defined in sub-paragraph (p) of paragraph 5 of Chapter-II of Annexure I to this Department Memo No. 136-Edn(B) dated 15.5.85.

(iv) Pension shall be calculated at 50 per cent of the amount reckonable for pension drawn last in all cases instead of under the slab system as provided for in sub-paragraph(1) of paragraph 16 of the West Bengal Recognised Non-Government Educational Institution Employees (Death-cum-Retirement Benefit) Scheme, 1981 and shall be subject to a minimum of Rs.375/- (Rupees three hundred and seventy five) only, per month, and a maximum of Rs.2,250/- (Rupees two thousand two hundred and fifty) only, per month. The amount of pension arrived at on the above basis will be related to the maximum qualifying service for 33 years. For employees who at the time of retirement have rendered qualifying service for 10 years or more but less than 33 years, the amount of their pension will be such proportion of the maximum admissible pension as the qualifying service rendered by them bears to the maximum qualifying service of 33 years. There will be no ceiling on the amount reckonable for pension.

(v) Payment of gratuity after a service of less than 10 years at the time of retirement as provided for in sub-paragraph(b) of paragraph 20 of the West Bengal Recognised Non-Government Educational Institution Employees (Death-cum-Retirement Benefit) Scheme, 1981 shall continue.

(vi) In the cases of employees who have completed qualifying service for 10 years or more, retiring gratuity on retirement shall be paid at the rate equal to one-fourth of the amount reckonable for gratuity drawn by them for each completed six monthly period of qualifying service, subject to a maximum of 16 1/2 times of the amount reckonable for gratuity, provided that the amount of retiring gratuity payable shall, in no case, exceed Rs.60,000/-(Rupees sixty thousand) only. There will be no ceiling on the amount reckonable for gratuity.

(vii) In the event of death in harness, the death gratuity shall be admissible at the following rates :

Length of qualifying service.	Rate of gratuity.
(a) Less than one year	2 times of the amount reckonable for gratuity.
(b) One year or more but less than 5 years	6 times of the amount reckonable for gratuity.
(c) 5 years per or more but less than 20 years	12 times of the amount reckonable for gratuity.
(d) 20 years or more	Half of the amount reckonable for gratuity for every com-

pleted six monthly period of qualifying service, subject to a maximum of 33 times of the amount reckonable for gratuity provided that the amount of death gratuity shall, in no case, exceed Rs.60,000/- (Rupees sixty thousand) only.

There will be no ceiling on the amount recknoable for death gratuity.

(viii) The rates of family pension as provided for in sub-paragraph (a) of paragraph 25 of the West Bengal Recognised Non-Government Educational Institution Employees (Death-cum-Retirement Benefit) Scheme, 1981 shall be revised as follows :

Amount reckonable for family pension drawn per month	Rate of family pension per month.
(a) Not exceeding Rs.1,500/-	30 per cent of the amount, subject to a minimum of Rs.375/-.
(b) Exceeding Rs.1,500/-	20 per cent at the amount, subject to a minimum of Rs.450/- and a maximum of Rs.600/-.

There will be no change in the existing provisions except that such payment of family pension at enhanced rate shall be made for a period of 7 years or upto the date on which the deceased employees would have attained the age of 65 years had he survived, whichever is earlier, as provided for in sub-paragraph (b) of paragraph 25 of the West Bengal Recognised Non-Government Educational Institution Employees (Death-cum-Retirement Benefit) Scheme, 1981. In no case the amount of enhanced family pension in the event of death of an employee while in service shall exceed 50 per cent of the amount reckonable for family pension drawn last by the concerned employee at the time of death. In no case the amount of enhanced family pension in the event of death. After retirement shall exceed the amount of original pension before commutation sanctioned to the employee concerned.

(ix) Employees who retire during the period from 1.1.86 to 31.12.87 are also entitled to have their pensionary benefits revised notionally on the basis of revised pay fixed notionally in terms of this Department Memo No. 33-Edn(B) dated the 7th March, 1990 for the period prior to 1.1.88. They shall not get any arrears representing the difference between revised pension and existing pension for the period upto 31.12.87. They shall continue to draw the existing amount of pension which was fixed without taking into account the benefit of notional fixation of pay upto 31.12.87. They shall get actual payment of revised pensionary benefits, i.e., pension, death/retiring gratuity and family pension arrived at on the basis of "emoluments", allowed notionally with effect from 1.1.88. In their cases, pensionary benefits shall be calculated on the basis of notional pay fixed under this Department memo No. 33-Edn(B) dated

the 7th March, 1990 and initial pay fixation statement checked by the competent authority and also on the basis of certificate of notional emoluments to be issued by the respective pension sanctioning authority on the date of superannuation/death based on initial notional pay checked by the competent auhtority, as a special case.The Director of Pension, Provident Fund and Group Insurance, West Bengal will issue authority for payment of revised pensionary benefits with effect from 1.1.88 onwards on the basis of certificate of notional "Emoluments" and initial pay fixation statement checked by the competent authority as stated above without insisting on issuing of last pay certificate. The pension sanctioning authority will prepare pension papers in those cases as usual on the basis of notional "emoluments" and submit the same to the Director of Pension, Provident Fund and Group Insurance, West Bengal for issue of authority for payment of pensionary benefits at revised rate as stated in this order. In the cases of employees who are already in receipt of pension as stated above, the pension sanctioning authority in their cases will send previous pension papers alongwith service book, initial pay fixation statement checked by the competent authority and certificate of notional "emoluments" and also revised calculation sheet showing calculation of revised pensionary benefits. The Director of Pension, Provident Fund and Group Insurance, West Bengal will authorise payment of pensionary benefits at revised rate accordingly to the pension disbursing officer concerned. The amount of gratuity, if any, paid earlier in respect of the employees of this category according to the orders prevailing at the material time will be adjusted against the revised gratuity calculated on the basis of notional "emoluments" now authorised by the Director of Pension, Provident Fund and Group Insurance, West Bengal on the basis of this order. In the cases of pensioners who are otherwise eligible to have their pay fixed notionally under this Department Memo. 33-Edn(B) dated the 7th March, 1990 and who died on any date before or after being eligible to get actual payment of revised pension and gratuity determined on the basis of notional "emoluments" pension/family pension and gratuity in respect of them shall also be determined as stated above and life-time arrears of such benefits with effect from 1.1.88 shall be paid to the nominee/legal heir(s)/ family as usual after adjustment of the amount already paid on this account earlier.

(x) The benefit of commutation of pension without medical examination not exceeding one-third of the difference between the revised pension and the pre-revised pension will also be admissible to the pensioners in accordance with the existing orders provided :

(a) they previously commuted a portion of their unrevised pension without medical examination and now apply for commutation of a portion of revised pension in the prescribed form within one year from the date of sanction of their revised pension.

(b) the commutation in such cases shall become absolute on the date on which the application is received by the respective Pension Sanctioning Authority.

(c) the commuted value will be determined on the basis of age next birthday on the date on which the said commutation of pension shall become absolute.

(xi) The West Bengal Recognised Non-Government Educational Institution Employees (Death-cum-Retirement Benefit) Scheme, 1981 shall be deemed to have been amended to the extent of the provisions contained in this order. Formal amendment to the said scheme will be made in due course.

2. The terms "Employee" wherever it occurs in this order shall mean an employee as defined in sub-paragraph(k) of paragraph 5 of Chapter II of Annexure I to this Department Memo No. 136-Edn(B) dated 15.5.85 and as defined in sub-paragraph (e) of paragraph 2 of this Department Memo No. 33-Edn-(B) dated the 7th March, 1990.

3. This order issues with the concurrence of the Finance Department vide their unofficial No. 1551-Group 'J' dated 1.6.90.

4. The Accountant General, West Bengal, the Pay and Accounts Officer, Calcutta Pay & Accounts Office, the Director of Pension, Provident Fund and Group Insurance West Bengal and the Treasury Officers are being informed.

Sd/- J. M. Chatterjee
Deputy Secretary to the Govt. of
West Bengal.

GOVERNMENT OF WEST BENGAL
Education Department
Writers' Buildings, Calcutta 700 001.

Dated, Calcutta, the 15th June, 1990.

No. $\frac{163-\text{Edn (B)}}{1\text{M}-54/88}$

MEMORANDUM

The undersigned is directed by order of the Governor to say that on the basis of the recommendation of the Second Pay Commission, the State Government under Education Department Memo No. 136 -Edn(B) dated 15.5.85 introduced the West Bengal Recognised Non-Government Educational Institution Employees (Death-cum-Retirement Benefit) Scheme, 1981 sanctioning retirement benefits as provided for in the aforesaid scheme to the teaching and non-teaching employees of different educational institutions and organisations, as detailed in statement I annexed to this Department Memo No. 519-Edn(SE) dated 23rd August, 1978, who were in service on or after 1.4.1981, that is to say, who retired on or after 1.4.81. Since the Second Pay Commission did not make any recommendation with respect to the employees who retired prior to 1.4.81 their cases were not brought within the ambit of the aforesaid Scheme. Such employees have, however, been getting pension and ex-gratia increases as sanctioned in Education Department Memo No. 1610-Edn(S) dated 18.7.68 No. 332-Edn(S) dated 17.4.80. No. 411-Edn (B) dated 16.9.83 and No. 297(2)-Edn(B) dated 25.10.89.

2. The question of OM/85 (pt) extending the retirement benefits as provided for in the aforesaid Scheme to the employees of the Non-Government educational institutions and organisations as included in the statement referred to hereinbefore, who retired prior to 1.4.81 has been under consideration of Government for some time past.

3. After careful consideration of the matter, the Governor has now been pleased to decide that the retirement benefits, as provided for in the aforesaid Scheme, shall stand extended to the teaching and non-teaching employees of the non-government educational institutions and organisation covered by the aforesaid Scheme, who retired prior to 1.4.81 on the same terms and conditions and subject to due adjustment of pension and ex-gratia increases and aforesaid as were or are being drawn by such pensioners against revised retirement benefits to be sanctioned to them in terms of this order.

4. This order issues with the concurrence of the Finance Department vide their U.O. No. 316-Group 'J' dated 26.4.90.

Sd/- J. M. Chatterjee.
Deputy Secretary to the
Government of West Bengal.

GOVERNMENT OF WEST BENGAL
Education Department, Budget Branch
Writers' Building, Calcutta-1

No. 148-Edn (B) Dated, Calcutta, the 31st May, 1990

MEMORANDUM

Sub : The West Bengal Recognised Non-Government Educational Institution Employees (Death-cum-Retirement Benefit) Scheme, 1981, Clarifications regarding exercise of option.

The undersigned is directed by order of the Governor to say that teaching and non-teaching staff of non-government educational institution who were in service on or after 1.4.81 were permitted to opt for either of the two benefits as under paragraph 3(b) of the West Bengal Recognised Non-Government Educational Institutions Employees (Death-cum-Retirement Benefit) Scheme, 1981 introduced under Government Order No. 136-Edn(B) dated 15.5.1985, the last date for exercising such option being fixed at 31.12.1985. It was, however, noticed that in a large number of case options were actually exercised after that date and were subsequently overwritten in order to aviod difficulty in the matter of finalisation of retirement benefits. As such cases could not be accepted by the authority competent to sanction the pensionary benefits, orders were issued by Government from time to time in individual cases on their own merits for their being accepted for the purpose of sanction of such benefits. Again as the said scheme was circulated amongst such educational institutions during the last part of the year, 1985, a good number of employees fail to exercise option within the time limit prescribed for the purpose. To obviate these difficulties, the last date for exercising revised option was extended, in Government Order No. 284 Edn.(B) dated 17.10.1989, upto the 30th of June, 1990 and certain clarifications in this regard were also issued under Government order No. 36-Edn(B) dated 9.3.1990, which, it has been experienced, have not been able to clarify all the ambiguities relevant to the issue.

2. In the given circumstances, in supersession of this Department Memo No. 36-Edn(B) dated the 9th March, 1990, the Governor has been pleased to make the following clarifications in so far as sub-paragraph (a) of paragraph 5 of Memo No. 136-Edn(B) dated 15.5.1985 is concerned, namely :-

(i) An employee who had exercised option within 31.12.1985 and whose option was subsequently found overwritten or erroneous being thus ineligible for acceptance and has not yet been regularised by any special order may, in cancellation of the one earlier exercised by him, exercise fresh option within 30.6.1990 ;

(ii) Option already exercised by an employee after 31.12.1985 shall be deemed to be one validly exercised and shall thus be accepted by the competent authority for the purpose ;

(iii) An employee who did not exercise any option earlier may now, should he so desire, exercise option by 30.6.1990 ;

(iv) Option once exercised earlier or fresh option now to be exercised in terms of this order in final and can, in no case, be changed ; and

(v) No case which has already been finalised by option exercised earlier or by fresh option already exercised or by way of regularisation in terms of the orders on the subject shall be re-opened under any circumstances whatsoever.

3. The term "Employee" occurring anywhere herein above shall be one as defined in sub-paragraph (k) of paragraph 5 of Chapter II of Annexure to the said memo. bearing No. 136-Edn(B) dated 15.5.1985.

4. Sub-paragraph (a) of paragraph 5 of the said memo bearing No. 136-Edn(B) dated 15.5.1985 shall stand modified to the extent indicated in paragraph 2 above.

5. This order issues with the concurrence of the Finance Department vide their un-official No: 1375 Group-J dated 30.5.90.

6. The Accountant General, West Bengal, the Pay and Accounts Officer, Calcutta Pay & Accounts Office and the Director of Pension, Provident Fund and Group Insurance, West Bengal and all other concerned are being informed.

Sd/- J.M. Chatterjee
Deputy Secretary to the
Government of West Bengal.

GOVERNMENT OF WEST BENGAL
Education Department : Badget Branch

No. 327-Edn(B) Dated, Calcutta, the 31st August, 1990

MEMORANDUM

The undersigned is directed by order of the Governor to say that in paragraph 34 of the West Bengal Recognised Non-Government Educational Institution Employees (Death-cum-Retirement Benefit) Scheme, 1981 provides for sanction of provisional pension at the rate of 100 per cent of pension calculated on the basis of available information and provisional gratuity, after withholding 10 per cent or Rs. 1,000 of the gratuity, whichver is less, to the retired employees governed by the aforesaid Scheme, The said paragraph also enjoins that in no case the provisional pension will continue beyond 12 months. Since in the majority of the

cases preparation of final pension papers is delayed, the retired employees are put to much hardship even when provisional pension is sanctioned and enjoyed by them for a period of 12 months. Moreover, even though the said paragraph provided for sanction of provisional pension and provisional gratuity on the basis of available information, the sanctioning authorities, more often than not, ask for full information about different items which are required only for the purpose of preparation of final pension papers. Furthermore, different such sanctioning authorities call for different kinds of information in this respect, which are not really necessary for the purpose of sanction of provisional pension and provisional gratuity.

2. With a view to mitigating the hardship that is thus being caused to such retired employees governed by the West Bengal Recognised Non-Government Educational Institutions Employees (Death-cum- Retirement Benefit) Scheme, 1981, the Governor is now pleased to decide that for the purpose of sanction of provisional pension and provisional gratuity as provided for in paragraph 34 of the aforesaid Scheme, the sanctioning authorities shall on an application from the incumbent act simply on the basis of available information in individual cases, that is to say, on the basis of the last pay drawn by an employee information regarding which is available with theDistrict Inspector ofSchools concerned and on the basis ofthe total period reckonable for pension as may be certified by the relevant district primary school council/district school board orthe managing committee/ad-hoc committee/administrator of the institution. In cases where such certificate is not available readily, an affidavit to that extent duly sworn in before a competent authority by the retired employee may be accepted. Such sanction of provisional pension and provisional gratuity should, however, be subject to furnishing of a written undertaking by the retired employee, as usual. Documents such as service book duly completed, verification of service, correctness of fixation of pay, memo relating to first recognition of school, letter of approval of appointment and extenstion, etc., should not be insisted upon by the sanctioning authorities for the purpose of sanction of such provisional pension and provisional gratuity.

3. The Governor is further pleased to direct that such provisional pension as and when sanctioned in terms of the preceding paragraph, shall continue for a period oftwenty four months instead of for twelve months as provided for in paragraph 34 of the said Scheme.

4. The West Bengal Recognised Non-Government Educational Institution Employees (Death-cum-Retirement Benefit) Scheme, 1981 shall be deemed to have been amended to the extent of the provisions contained in this order. Formal amendment to the extent of the provisions contained in this order. Formal amendment to the said Scheme will be made in due course.

5. This order issues with the concurrence of the finance Department vide their un-official No. 1827 Group—J dated 29.8.90.

6. The Accountant General, West Bengal, the Pay and Accounts Officer, Calcutta Pay and Accounts Office, the Director of Pension, Provident Fund and Group Insurance, West Bengal and the Treasury Officers are being informed.

Sd/- J.M.Chatterjee
Deputy Secretary to the Govt. of West Bengal.

GOVERNMENT OF WEST BENGAL
Education Department, Budget Branch
'Writers' Buildings, Calcutta-1.

No. 485 -Edn(B) / IM-54/88 Dated Calcutta, the 31st December, 1990.

MEMORANDUM

Certain points have been raised regarding implementation of the Government decision of extending retirement benefits to the teaching and non-teaching employees of the non-Government educational insitutions and organisations who retired prior to 1.4.81 with reference to this Department Memorandum No. 163-Edn(B) dated the 15th June 1990. The undersigned is directed by order of the Governor to give clarifications on the points raised, as detailed below, for information, guidance and necessary action :—

Points raised	Clarification
1. If option will have to be exercised by the employees who retired prior to 1.4.81 (in the G.O. No. 163-Edn (B) dt. 15.6.90 there is no such indication).	As per para 3(b) of memo No. 136-Edn-(B) dt. 15.5.85 employees who were in service on 1.4.81 had an option and the last date of exercing option was extended upto 30.6.90. For the employees who retired prior to 1.4.81 exercising option in the rigid terms by any specific date is not necessary. If a pensioner applies for revision of his/her pension in terms of memo no. 163-Edn (B) dated 15.6.90 and agrees to refund to Government the employer's share of contribution to the C.P.F. with interest, that may be treated as his option for pension-cum-gratuity scheme and action thereon may be taken by the pension sanctioning authority accordingly.
2. Whether in the case of employees who retired prior to 1.4.81 and died before exercising option the pension sanctioning authority may be allowed to grant the more advantageious of the benefits under para 3(b) (ii) of the G.O. No. 136-Edn (B) dated 15.5.85.	Reply is in the affirmative.

3. If payment of 5% interest on residual amounnt to be adjusted against future pension may be waived.	Payment of interest on residual amount may be waived. Residual amount, if any, shall howerver be recovered by adjustment against future pension.
4. If the revision of pensionery benefits extended in the G.O. No. 163-Edn (B) dt. 15.6.90 shall be effected from 1.4.81.	Reply is in the affirmative.
5. Whether the Deputy Director of School Education (G.A.) West Bengal, may be declared as pension sanctioning authority and the Accountant General, West Bengal as P.P.O. issuing authority for the revision of pensionery benefits.	The Deputy Director of School Education (G.A.) West Bengal, will act as pension sanctioning authority and the Accountant General (A & E) West Bengal, as P.P.O. issuing authority, as the previous papers under the old pension scheme concerning the pensioners covered by the G.O. No. 163-Edn (B) dated 15.6.90 are lying with the aforesaid offices/officers.

This order issues with the concurrence of the Finance Department vide their U.O. No. Gr. J (pen) - 129 dated 20-12-90.

Sd/- H.P. Mukhopadhyay
Joint Secretary to the Govt. of West Bengal.

GOVERNMENT OF WEST BENGAL
Directorate of School Education
School Pension Section

Memo No. $\frac{\text{28 – Sc/Pen.}}{\text{OM – 5/90}}$ Dated, Calcutta, the 2nd February, 1991.

The State Govt. under Education Deptt. Memo No. 163-Edn(B) dt. 15.6.90 has decided/ordered that retirement benefits as provided for in West Bengal Recongnised Non-Govt. Educational Institution Employees (Death-cum-Retirement Benefit) Scheme, 1981, should be extended to the teaching and non-teaching and non-teaching employees of the Non-Govt. Educational Institutions/Organisations covered by the aforesaid scheme, who retired prior to 1.4.81 on the same terms and conditions and subject to due adjustment of pension and Ex-gratia Increases as were/are being drawn by such employees, against revised retirement benefits to be sanction to them in terms of the G. O. referred to above.

In order to revised the retirement benefits in terms of G.O. No.163-Edn (B) dt. 15.6.90, read with Education Deptt. Memo No. 485-Edn (B) dt. 31.12.90, the follwing papers, in duplicate, should be submitted to this Directorate :—

1) An application for revision of pension.
2) A declaration to the effect that the employees concerned agrees to refund to the Govt. the employer's share of C.P.F. with interest thereon either in cash or by adjustment against the revised retirement benefits.

3) Attested copy of the Pension Payment Order.

4) A certificate containing the following particulars from the head of the Institution from where he/she retired :—

   a) The date of approved appointment and date of retirement after enjoying approved extension (s).

   b) A certificate of Last Pay drawn.

   c) A statement of average emoluments of last 10 (ten) months preceeding his/her retirement.

   d) Date from which the institution came under G.A. Scheme for the 1st time (attested copy of the relevant order should be furnished).

   e) A statement regarding C.P.F. in the Proforma given below :—

   i) Period of contribution to C.P.F. form ________ to ________.

   ii) Total amount of employer's share of contribution with interest thereon.

   iii) Total amount drawn.

   iv) Date of drawal.

   v) Mode of refund/adjustment.

5) A declaration by the incumbent in the following manner :—

(for all)

I Shri/Smt.__________ of__________ school having retired/superannuated on_____ solemny declare that if the amount of pnesionary benefits which is to be granted to me by the appropriate authority be afterward found to be in excess/which I am actually entitled, I will refund the excess amount forthwith on demand.

____

Signature of the Pensioner
with date.

(where applicable)

I Shri/Smt.__________ of__________ school, hereby declare that the amount of outstanding dues as per statement enclosed/any amount drawn by me if found overdrawn during scrutiny of any pension paper should be adjusted from my gratuity and pension.

I hereby promise to raise no objection whatsoever for such adjustment.

____

Signature of the pensioner with date
(also for claimnant of L.T.A.)

6) Specimen signature duly attested - 3 slips, each bearing 3 signatures in each slip.

7) Photograph/Joint Photograph - attested by the competent authority on the front side of photo - (3 copies). In case of Family Pension attestation should be doen by a person belongs to Group - A Govt. service.

8) Identification mark, in triplicate.

Regarding sanction of Family Pension the following papers in additon to the papers mentioned at item No. 2 to No. 8 should also be furnished :—

A. An application for family pension.

B. Nomination for Death Gratuity, if any.

C. Death Certificate.

D. Succession Certificate/Affidavit of the legal heirs.

Sd/- D. Ghosh
Director of School Education,
West Bengal
Dated, Calcutta, the 1st February, 1991.

26 PROVIDENT FUND

GOVERNMENT PROVIDENT FUND SCHEME

The Calcutta Gazette, December 15, 1927.

The following rules will come into operation with effect from the 1st, January,1928 :

Rules of the Government Provident Fund Scheme. For teachers in Non-Pensionable service

1. **Scope of the scheme.**—The scheme shall be applicable to the following classes of employees.
   - (a) Whole time teachers of schools for Europeans and Anglo-Indians.
   - (b) Whole time teachers of Secondary Schools for Indians whether managed by District Boards. Municipalities or Private persons .

2. **Nature of the Scheme.**— It will be optional for any institution belonging to one or other of the classes specified in rule 3 to elect to come under these rules, but no such institution and no teacher of any such institution, shall be allowed to come under these rules until such time as all the teachers of such institution other than those declared in admissible under Rule 4 have agreed in writing to join the Government Providend Fund Scheme in accordance with these rules. When a school has been permitted to come under these rules, subscriptions by the teachers other than those excluded under rule 4 or exempted under rule 4A, shall be compulsory on existing and future member of the teaching staff. The number of institutions admitted under these rules will be limited by the amount of the annual provision for Grants-in-aid made from time to time by the Government.

3. **Eligibility of Institution.**—The following classes of institutions may exercise the option to join the scheme.
   - (a) Secondary schools in Bengal recognised by the University of Calcutta for the purpose of presenting candidates for the matriculation Examination.
   - (b) Secondary Schools* recognised by the Dacca Board of Secondary and Intermediate Education.
   - (c) Secondary Schools recognised by the Department of Education, West Bengal.
   - (d) Schools recognised by the European School Code.

4. **Persons not admissible.**— The scheme shall not be extended to :
   - (a) Persons rendering pensionable service whether under Government, under local bodies, or in privately managed institutions.

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*'Schools' includes Junior and Senior Madrasahs and also Schools and Madrasahs to which intermediate classes have been added.

The term 'recognised' includes schools which have been provisionally recognised.

(b) Law lecturers practising as lawyers.

(c) Teachers working in an honorary, or mainly honorary capacity, e.g. those belonging to a religious order.

(d) Teachers for whom a separate Provident Fund is maintained.

(e) Persons working in educational institutions other than as bonafide teachers.

(f) Persons holding temporary posts.

(g) Teachers below 20 or over 55 years of age.

A person already subscribing to another Provident Fund maintained in connection with the institution in which he is working shall not be allowed to subscribe to this scheme, but an existing scheme may be converted into this scheme with the sanction of the Director of Public Instruction. The managers of schools, which have Provident Funds of their own and desire such conversion, shall apply through the controlling authority specified in Rule 7 to the Director of Public Instruction to have their Provident Funds merged in the Government Provident Fund, and the Director may sanction such applications .The manager shall thereupon wind up their funds,and deposit in the Post Office Savings Bank the amount standing to the credit of each subscriber. Such amounts shall tthereupon become subject to these rules.

4A. **Exemption**— The controlling authority mentioned in rule 7 may exempt from the operation of these rules, any teacher who holds a policy in a Life Assurance Company and pays thereon as premium an amount equal to or in excess of monthly sum payable by him as subscription to the Government Provident Fund .Such exemption will be granted only so long as the said premium continues to be paid.

5. **Amount of Subscription.**— The amount of subscription shall be a percentage of $6\frac{1}{4}$ of a subscriber's pay, except in the case of, a subscriber whose pay is less than Rs. 25/- a month, in which case it shall, if he so desires, not exceed Re. 1/-a month. In the case of subscribers who pay the rate of $6\frac{1}{4}$ per cent subscription will be calculated to the nearest anna. Voluntary subscriptions in excess of the regular amount shall not be admissible. Subscriptions during leave with or without allowance other than casual leave or during suspensions shall be optional on the part of the subscriber.

When a subscriber is on reduced pay on account of absence on leave or for other causes, his subscription, if paid, as well as the contribution of the managers, shall be reckoned on the substantive pay of his post. No Government grant will be made in such cases for any period of leave in excess of one month in any one year, except that, in cases where a subscriber has not been on leave other than casual leave during a consecutive series of years, a Government grant will be made in respect of one month for each of these years up to a maximum of four months at any one time.

Pay for the purpose of reckoning subscriptions is sustantive pay, and excludes recompense for special occasional services, or acting or personal allowances.

The managers shall communicate to the controlling authority all changes affecting the pay of a subscriber under these rules.

A teacher once admitted in the scheme may remain till the age of 60.

6. **Contribution by the managers assisted by the Government**— The managers shall contribute a sum equal to the teacher's subscription. To assist the managers in making his contribution a monthly grant equal to one-half of this contribution will be sanctioned to the institution by the Educational Department, provided the controlling authority specified in Rule 7 is satisfied that the management of the institution can raise the other half from the funds not derived from the Government. The manager's contribution with subscription of the teacher will be paid into the subscriber's account every month.

Example— A teacher's contribution to the fund amounts to Rs 5/- a month. The manager's will contribute a like amount and place the total sum of Rs 10/- to the credit of the teacher's account in the Provident Fund. Government will then increase the normal Grants-in-aid to the school by Rs.2/8/- a month or make a new grant of Rs.2 /8 /-in respect of this subscriber.

In no case shall the adoption of these rules involve any reduction of the actual monthly emolument received by subscriber from those existing at the time of the adoption of these rules by the school, other than by the amount of the monthly subscription of the subscriber.

It is left to the managers concerned to decide how their share of the contribution shall be provided, but in the case of institutions already aided by Government, except where the monthly credit balance of such an institution after meeting all charges is already sufficient to cover the cost of its contributions under these rules, the extra amount required for the purpose shall come out of a special levy, i.e. a special increase of the fees for the purpose, or from other additional revenue from private sources. This condition,however, shall not apply to aided schools which already maintain a Provident Fund to which the managers and the teachers each contribute equal amounts not less than $6\frac{1}{4}$ per cent of salary and such schools shall be permitted by the Director to come under these rules without any such special increase in income from private sources. In no case shall that half of the managers' contribution which has to be found from their own resources be derived from Government in the shape of additional Grant or in any other manner whatsoever, nor shall it be obtained by a reduction in the total scale of expenditure sanctioned by the Inspector of schools as a condition of the Grants-in-aid.

7. **Control of the fund.**— Subject to such rules as may be framed by Government from time to time, the controlling authority shall be–

(a) The Divisional Inspector or Circle Inspector or Circle Inspectress of Schools in the case of Secondary Schools for Indians.

(b) The Inspectors of European Schools, Bengal,in the case of European Schools.

(c) The Chairman of the Dacca Board of Secondary and Intermediate Education in the case of schools controlled by the Board.

Note: The controlling authority reffered to in these rules is the appropriate authority as defined in this rule.

8. **Management of the fund.:** (a) The fund shall be managed by means of the post Office Savings Bank system. The subscribers subscription together with the

contribution of the managers, shall be deposited in a Post Office Savings Bank. The following procedure shall be adopted :

(b) The Post Office shall open individual accounts for each of the subscribers to the Provident Fund. The managers of the school shall arrange to have the subscriptions to the fund due from the subscribers deducted from their salaries when they are disbursed each month and shall remit these amounts, together with the manager's contributions, to the particular Post Office at which the accounts stand open, accompanied by-

(i) the Post Office Savings Bank Pass Books of the subscribers ; and

(ii) a list in the form given below showing in detail the amount to be credited to each account and the total amount of the deposits and refunds :

(Name of Institution)
Month of 19

Account number as in the pass book	Name of subscriber	Monthly pay of subscriber	Monthly subscription of teacher	Contribution by the managers	Amount of advance refunded	Total
		Rs.	Rs.	Rs.	Rs.	Rs.
	Total					

(c) The money received in the Post Office shall be credited to the different accounts in accordance with the entries in the list and the Postmaster, after satisfying himself that this has been done and that the amount of the deposit has been correctly entered in each Pass Book, shall sign the list, stamp it with the Post Office date stamp and return it with the Pass Books to the managers of the institutions from which they are received. The managers shall compare the entries made in the Pass Books with the entries in the list to see that the former are correct. Any error that may be detected shall be brought at once to the notice of the Postmaster.

(d) So far as the Post Office is concerned the list need not be in duplicate as the Deposits will be entered in the usual course in the Post Office Savings Bank Ledger and Journals which will furnish a complete record of transactions. The managers of the school shall furnish a true copy of the list of the controlling authority .The controlling authority during his periodical visits to the schools shall audit the monthly list of payments into the Post Office Savings Bank with reference to the original pay bills or acquittance rolls and satisfy himself that subscriptions and contributions are not received in excess or in defect from the subscribers or managers.

(e) Deposits will ordinarily be made before the 15th of the month. In exceptional circumstances, however, deposits may be made at any time and as often as desirable, so

that if owing to the temporary absence of a subscriber or for any other cause the subscription of and the contribution on behalf of one or more subscribers cannot be deposited at the same time as the other deposits, they can be deposited singly or collectively at a later date, a seperate list being sent along with the Pass Book in the manner already described.The provisions of sub-sections (c) and (d) will apply to such supplementary lists.

(f) When a Pass Book is used up, and a fresh Pass Book issued a subscriber should apply to the postal authorities , through the managers of this institution, for the return of his used up Pass Book and it should be forwarded to the controlling authority when received for record and production when the account is finally closed.

(g) When a subscriber leaves one school and obtains employment in another school and the Government Providend Fund scheme applies to both schools the controlling authority of the school which he has left shall sanction the transfer of his account less any deductions permissible under Rule 11 to the Post Office at which the accounts of the school which he has joined stand open. Any deductions made in accordance with rule 11 shall be credited to Government in the Treasury or to the management in accordance with the provisions of rule 11.

The controlling authority shall maintain a register in the form presented in Appendix C of the transfer of accounts sanctioned by him. The managers of a school shall furnish every subscriber who leaves the school with a certificate, which shall bear the counter signature of the controlling authority, specifying the period for which subscriptions to the fund were made by the subscriber and contributions made by the management on his behalf.

(h) If a teacher in an institution with its own Providend Fund joins an institution to which the Government scheme appllies, the amount at his credit may at his option, with the approval of the controlling authority, be placed in the Fund to his credit in such new institution. In the event of the resignation of a subscriber from a institution to which the Government Providend Fund scheme applies, and his acceptance of a post in a school possessing its own fund ,such sum as may be to the credit of the subscriber may,by private arrangement between the subscriber and his new school managers, be made over to the Provident Fund of the new school : but Government can accept no responsibility in the matter and the provisions of rule 11 (f) will apply to such cases.

(i) Subscribers under these rules on whose behalf accounts are opened under the provisions of this scheme are not deprived of their right to open the ordinary private accounts in the Post Office Savings Bank. The limits to annual and maximum deposits and to the amounts on which interest may be calculated in the case of ordinary accounts in the Post Office Savings Bank do not apply to accounts opened under these rules. The officer to whom certain specified powers may be delegated under section 45A (c) of the Post Office Rules for Teachers' Provident Fund Accounts is for the purpose of the present rules, the appropriate controlling authority specified in Rule 7.

(j) A register shall be maintained by all schools which join the Government Provident Fund in the form prescribed in Appendix C.

(k) The Savings Bank Account shall be closed at the time the depositor retires or is permitted to withdraw in accordance with these rules. Whenever a subscriber wishes to withdraw from the fund he shall submit an application to the controlling

authority through the managers of the school, giving his reasons therefore. In cases where the controlling authority decides that the subscriber is entitled to the full sum at his credit, that authority shall sanction the closure of the account and issue a certificate to the effect that the subscriber has quitted the fund in circumstances which give him a title to the full amount standing to his credit in the Pass Book. The Post master shall thereupon close the account in the Savings Bank, Pass Book,and on receipt of an application for withdrawal signed by the subscriber and endorsed in favour of the school clerk or peon or other person authorised by the managers of the school,pay the latter on behalf of the subscriber the total amount standing to his credit. The managers of the school shall, after receiving the amount from the Post Office disburse it to the subscriber concerned on acquittance rolls which shall be filed in the school, an attested copy, being forwarded immediately to the controlling authority for information. In cases where the controlling authority decides that a subscriber who has applied for permission to withdraw from the fund is entitled to less than the total sum at his credit, he shall issue a certificate accordingly sanctioning the closure of the account, and instruct the Postmaster to pay the managers of the school the sum declared by him to be due to the subscriber and the Postmaster shall on receipt of an application for withdrawal signed by the subscriber and endorsed in favour of the clerk, or peon or other person authorised by the managers of the school, pay the lettar the sum due to the subscriber's credit. The managers shall, after receiving the amount, pay the subscriber the amount due to him, as decided by the controlling authority. All applications to the Postmaster to close the account must be supported by the controlling authority's order in original, which should specify the actual amount allowed to be withdrawn. The balance of the amount, forfeited by the subscriber under the orders of the controlling authority, shall be drawn under the orders of the controlling authority by the managers, less the sum due to be paid into the Treasury under the note to Rule11, which shall be drawn by the controlling authority and credited to the Treasury. The managers on receipts of their share of the balance, shall credit it to the schools funds or to such school funds as they shall think fit, and thereupon send a formal acknowledgement of receipt to the controlling authority, who will file the receipt in his office. The controlling authority shall maintain a register in the form prescribed in Appendix D on closures of accounts sanctioned by him.

The procedure prescribed in this clause shall apply *mutatis mutandis* to payments made on the sanction of the controlling authority on the death of the subscriber, the controlling authority shall maintain a register in the form prescribed in Appendix I for these payments.

(l) The Pass Books issued by the post office on behalf of the subscribers shall be in the custody of the managers of the school, who will annually appoint one of their members to keep custody or of the Pass Books and act on their behalf in the management of the fund. The name of the manager selected shall be notified annually to the controlling authority as also shall all changes immediately upon their taking place. Every subscriber shall, once in each official year be permitted to look into his accounts to satisfy himself as to its correctness and shall sign a certificate in token of his acceptance thereof . The certificates obtained under this rule shall be forwarded to the controlling authority for check and record in his office.

(m) If the managers of a school allow their own contribution or the subscription of a subscriber employed by them who has joined the fund to fall into arrears, the

controlling authority may take such steps to enforce payment as he may deem necessary and are within his power. Failing all other measures, the fund shall be closed and the school excluded from the scheme.

(n) When a school belonging to the fund ceases to exist, or is excluded from, or leaves the fund, steps shall be taken to close, or in cases covered by clause (g) of this rule, to transfer, each individual account. The provisions of rule 11(e) shall be regarded as applying to all cases which are not capable of being brought under clause (g) above. Schools excluded from or leaving the fund shall be ineligible for re-admission for a period of five years. When for any reasons the controlling authority considers it essential in the interests of the subscribers, he shall have the power to direct that the Postmaster pay the sum due on all or any of the accounts to such person or persons other than the managers as he may select for distribution in accordance with the rules of the fund.

(o) Every subscriber on joining the fund shall sign a certificate in the form given in Appendix A in token of acceptance of the rules. These certificates shall be filed with the managers of the institutions, concerned.

9. **The Registers to be kept by the managers of Institutions.**— The following registers shall be maintained by the managers of institutions, the employees of which contribute to the fund :

(a) A card catalogue register in the form prescribed in Appendix B showing the names of subscribers to the fund.

(b) A register in the form prescribed in Appendix E showing the advance sanctioned from the fund and their refund.

(c) A register in the form prescribed in Appendix C showing the transfer of accounts sanctioned by the controlling authority of subscribers who have left the school, and the certificates issued to them of the amounts due to them in the fund .

(d) A register in the form prescribed in Appendix D showing the names of the subscribers whose accounts have been closed .

(e) A register in the form prescribed in Appendix F showing the payments made on the death of a subscriber.

10. **Interest to the Depositor.**—Interest shall be allowed on all deposits at such rates as may from time to time be determined for deposits in Post Office Savings Bank.

The deposits in the Post Office Savings Bank account of each subscriber may, as they accumulate, be invested through the Post Office in short time loans or other securities of the Government of India, in the manner prescribed for such investments in the Post Office Savings Bank Rules. The securities in such cases shall be left in the custody of the Accountant-General,Posts and Telegraphs who will, under rule 49 of the Savings Bank Rules, draw the interest due and advise the Post Office concerned to credit the amount in the investor's account.

When any subscriber notifies his conscientious or religious objections to the receipt of interest, the manager will notify the Post Office, at which the account stands open and the interest will thereupon not be credited.

11. **Withdrawal of deposits.**— The total sum at the credit of a subscriber shall be payable to him on his leaving the service of the managers of the institution, in which he is employed,subject to the right of the managers, with the sanction of the controlling

authority,to deduct therefrom any sum due to the managers, provided that the total sum deducted shall not exceed the total of the managers' contribution credited to his account and provided that—

(a) A subscriber who resigns has post within less than two years after his admission to these rules will receive, subject to the provisions of clause (f) of this rule, his own subscriptions and the complete accrued interest of the fund, and with the sanction of the controlling authority, given for good reasons, the contributions of the management.

(b) A subscriber who resigns his post in a school admitted to the Government Provident Fund Scheme within less than two years of his appointment to the post, will receive, subject to the provisions of clause (f) of this rule, his own subscriptions, the complete accrued interest of the fund, and the managers contribution, if any prior to his appointment to that post, and with the sanction of the controlling authority, given for good reasons on the proposal of the managers, the contributions of the managers subsequent to his appointment to the post above mentioned. The managers shall have full authority to decline to make the proposal in cases where less than two years service has been given by the subscriber to their institutions, though the managers are permitted to suggest that a shorter period of service than two years shall qualify for the managers' contributions, when service, though short, has been of value to the school.

(c) If a subscriber is pemanently disabled or invalidated , he will ordinarily receive his subscriptions, the managers contributions, and the whole of the accrued interest at whatever stage of his service he is disabled or invalidated. The managers' contribution for the preceding two years may, with the sanction of the controlling authority, be withheld in a case where a subscriber has been incapacitated through his own fault.

(d) If a subscriber is dismissed or removed from service on grounds regarded as reasonable by the controlling authority, the managers' contributions for a period not exceeding two years may be withheld at the discretion of the controlling authority . Such a subscriber will receive his own subscriptions, the balance of the managers' contributions, and the complete accrued interest of the fund.

(e) If the services of a subscriber are dispensed with for no fault of his own,he shall, with the sanction of the controlling authority, receive the total sum to his credit, including the managers contribution, and the interest accrued, and if seeks re-employement in a school which has been admitted to the fund may continue to participate in the scheme without subscription until the date of re-employment provided the period of un-employment, does not exceed one year.

(f) If a subscriber resigns his post in an institution to which these rules apply for the specific purpose of accepting a post to which he has been appointed in an institution which has not been admitted to the Government Provident Fund Scheme or which has a Provident Fund not working under these rules, he may with the sanction of the controlling authority, received the sum found to be due him under these rules, but if he resigns his post without having been appointed to any other post, he shall continue to participate in the scheme without subscription or contribution until he obtains employment either in an institution working under these rules, in which case his account shall be transfered to such institution subject to the provisions of rule 8(g), or in an institution not working these rules, in which case his account shall be closed and he shall be entitled to receive the sum found due to him under these rules, provided that such

participation without subscription or contribution shall not extend beyond one year, at the close of which period the account shall be closed and the subscriber shall be entitled to receive the sum found due to him under these duties ; and provided also that if the subscriber is fifty or more years of age, and the controlling authority is satisfied that he is retiring from the teaching profession, he shall sanction the payment to him of the amount due in accordance with these rules, without postponement.

N.B In all cases where the contribution of the Managers are withheld under Clauses (a),(b),(c) and (d) of this rule, half of the amount with held shall be paid under the orders of the controlling authority to the managers and half shall be paid by the controlling authority to the credit of Government in the Treasury.

12. **Payment on the death of a subscriber**— (a) On the death of any subscriber, the managers shall with the sanction of the controlling authority, pay to the subscriber's nominee or person producing probate of letters of administration or succession certificate, as laid down in clauses (c),(d) and (e) of this rule, the total sum of money that was at the credit of the subscriber, subject to the right of the managers with the sanction of the controlling authority to deduct therefrom any sum or sums due to the managers, provided that the total of the amount of such deduction shall not exceed the total of the managers contributions credited to the account of the subscriber.

(b) Every subscriber shall be permitted to nominate a dependant or dependants to whom the whole or part of the amount standing at his credit shall be payable in the event of his death. But if the nominee is a minor, the subscriber shall, at the time of nomination, also appoint a person of full age to whom, in the event of the subscriber dying before the minor nominee attains his majority, the amount standing at the subscriber's credit is due to do paid on his behalf of the minor nominee.

(c) All nominations must be in writing signed by the subscriber and attested by two witnesses and must be sent to the manager. The nominee named in any such written nomination received by the managers shall be and remain fully entitled to receive and give discharge for such amount as the subscriber has nominated him to receive from the sum at his credit until the nominee's decease or until his nomination has been modified or revoked as hereinafter mentioned. A nomination once made in writing and received by the managers as aforesaid can only be modified or revoked when modified nomination in writing or the nomination in writing of fresh nominee,or the complete cancellation of a previous nomination or nominations under the hand of the subscriber and attested by two witnesses,has been made and duly received by the managers.

(d) In case any subscriber shall die and his death has not nominated or has failed in the case of a minor nominee or nominees duly to appoint a person or persons of full age, and any money or the balance of any moneys not diposited of by nomination does not exceed Rs 5,000/ inclusive of interest, standing at his credit and probate of will or letters of administration or succession certificate be not produced to the managers, or if notice in writing, or if notice in writing of the existence of a will and intention to prove the same, or to take out letters of administration, or to obtain a succession certificate, be not given to the managers within the period of one month from the death of such subscriber, or if such notice be given but such will not be proved, or letters of administration be not taken out or succession certificate obtained and the probate of letters of administration or succession certificate (as the case may be) produced to the managers within the period of six months from the death of the

subscriber, the managers, after the period of six months, as the case may be, may, with the sanction of the controlling authority, pay such money to any person appearing to them to be entitled to receive them according to the Provident Funds Act, No XIX of 1925.

(e) In case any subscriber shall die, and, at his death, has not nominated, or has failed in the case of a minor nominee or nominees duly to appoint a person or persons of full age, and any money or the balance of any moneys not disposed of by nominations exceed Rs 5,000/- such money shall be paid to the executor or administrator only on the production to the managers of the probate of the will or letters of administration or succession certificate of the estate or effects of such subscriber.

13. **Withdrawal of advances.**— (i) A proportion of the total deposit not exceeding two months' pay of a subscriber may, with the sanction of the controlling authority, be allowed to be withdrawn in cases of urgent necessity when the depositor has reached a sum of not less than one year's pay and the pecuniary circumstances of the subscriber are such that the indulgence is necessary. The following are cited as examples of occasions on which the grant of advances may be considered. :

(a) To pay expences incurred in connection with the illness of a subscriber or member of his family.

(b) To pay expences in connection with marriages, funerals or ceremonies which by the religion of the subscriber it is incumbent upon him to perform and in connection with which it is obligatory that expendiure should be incurred.

Advances though not confined rigidly to the objects laid down in clauses (a) and (b) above will be made with due regard to the principle expressed in clause (i) of this rule as illustrated by the foregoing examples.

(ii) In determining the advance to be sanctioned, regard shall be paid to the amount lying to the credit of the subscriber. The amount of the advance should be a sum expressed in whole rupees, and should be so fixed as to allow of the monthly instalments fixed under rule 13 being also in whole rupees, the advance applied for being raised or reduced if necessary to enable the instalments to be so fixed.

(iii) When one advance has already been granted to the subscriber a subsequent advance shall not be granted to him except for strong reasons to be recorded in writing by the controlling authority until at least twelve months have elapsed since the complete re-payment of the last advance taken.

(iv) Applications for the withdrawal of any advance sanctioned shall be signed by the subscriber and duly endorsed in favour of the clerk or peon or other person authorised by the managers of the institution and must be supported by the controlling authority's sanction in original. The managers of the institution shall, after receiving the money, disburse it to the subscribr concerned on the acqiuntance rolls.

(v) Controlling authorities shall maintain a register in the form prescribed in Appendix E of advancs sanctioned by them.

(vi) No fresh advance from the fund shall be sanctioned if there is any balance still to be refunded out of any advance already drawn from the fund.

14. **Recovery of advances.**— The following procedure for the recovery of advances shall be observed.

(a) Advances shall be made recoverable, at the discretion of the controlling authority in not less than twelve instalments or more than twenty four . A subscriber may, however, at his option, make repayment subsequently in less than twelve instalments or may repay two or more instalments at the same time.

(b) Recoveries shall be made monthly, commencing from the first payment of a full months' salary after the advance is granted but no recovery shall be made from a subscriber while he is on leave of any kind, except leave, (or vacation) on full pay.

(c) The instalments shall be paid by compulsory deductions from the salary and shall be in addition to the usual subscription.

(d) When an advance is repayable in 12 instalments, an additional instalment, representing interest, and equivalent to 4 per cent of the amount of the advance shall be paid in the month following that in which the last instalment is paid. Similarly, two additional instalments representing interest, each equivalent to 4 per cent of the total amount of the advance shall be paid when the advance is repayble in more than 12 instalments.

15. **Protection of deposits.**—(i) A deposit in the Government Provident Fund shall not in any way be capable of being assigned or charged and shall not be liable to attachment under any decree or order of any civil revenue or criminal court in respect of any debt or liability incurred by the subscriber, and neither the Official Assignee nor any Receiver appointed under the Provincial Insolvency Act, 1920, shall be entitled to, or have any claim on, any such deposit.

(ii) Any sum standing to the credit of any subscriber to the fund at the time of his decease and payable under these rules to any dependant of the subscriber, or to such person as may be authorised by law to receive payment, on his behalf, shall, subject any deduction authorised by these rules and, save where the dependant is the widow or child of the subscriber, subject also to the rights of an assignee under an assignment made before the commencement of the Provident Funds Act, 1925 (Act XIX of 1925. is ammended by Act. XXVIII of 1925). vest in the dependant, and shall, subject as aforesaid, be free from any debt or other liability incurred by the deceased or incurred by the dependant before the death of the subscriber.

Note : 'Dependant ' means any of the following relatives of a deceased subscriber to the Government Provident Fund, namely, a wife, husband, parent, child minor brother unmarried sister and deceased son's widow and child, and where no parent of the subscriber is alive a paternal grand-parent.

16. The decision of the Director of Public Instruction on all questions arising out of these rules shall be final.

17. These rules may at any time be modified by the Local Government.

Appendix A

FORM OF APPLICATION FOR ADMISSION TO THE GOVERNMENT PROVIDENT FUND FOR THE TEACHERS

1. Name of subscriber—

(2) Father's name—

(3) Date of birth—

(4) General educational qualifications—

(5) Name of institution in which he/ she is employed at present—

(6) Designation of appointment held —

(7) Date of first appointment in the institution—

(8) Pay now drawn —

Signature of the subscriber.

DECLARATION

I .... hereby declare that the above entries are corrent to the best of my knowledge and that I accept the rules framed by Government for the Government Provident Fund for teachrs in non-pensionable service instituted by government and I agree to abide by them in case I am admitted to the benefits of the fund.

In the event of my admission to the fund and of my death occuring while my account in the fund is open. I desire that the amount due to me from the fund shall be distributed among the persons mentioned below in the manner shown against their names. The amount due to any nominee who may be a minor at the time of my death should be paid to the person whose name appears in column (5)

Name and address of the nominee or nominees	Relationship with the subscriber	Whether major or minor. If minor, state age of minor	Amount of share of deposit	Name and address of the person to whom payment is to be made on behalf of the minor	Sex and parentage of person mentioned in column (5)
(1)	(2)	(3)	(4)	(5)	(6)

Station________________

Date________________

Witnesses

Signature of subscriber

(Two witnesses)

Certificate to be given on behalf of the managers of the Institution.

I hereby certify that the pay of the subscriber shown in line of the above application is correct.

Date________

Manager
School

Appendix B

Name—

Date of Birth—

Date of admission to the Fund—

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*To be signed on behalf of the managers by the manager annually appointed in accordance with the provision of rule 8(1) to act on their behalf in the management of the fund.

Institution in which employed—
Designation of post held—
Pay on date of application—

Name of Institution in which employed	Period for which Contribution to the fund was paid		Attestation by the controlling authority on the managers of the institution
	From—	To—	

Appendix C

Register of transfers of accounts sanctioned by the controlling authority on behalf of subscribers admitted to the Provident Fund

Name and serial number	Name of institution in which employed	Name of post office in which the accounts stand	Account number in Pass Book	Month up to which subscription has been paid	Total amount at credit as in the Pass Book	Balance of any advance drawn still to be refunded, including interest, instalment	Date on which the subscriber left the school	Name the institution to which the subscriber proceeded	Name of Post Office to which the account is to be transferred	Date of application for transfer of account	Amount deducted under Rule 11	Date and number of trasury receipt	Amount retained by managers, and date of acknowledgement	Date of controlling authority's order sanctioning transfer of account	(To be filled in only in the register maintained in school.) Date of despatch of Pass Book to Controlling authority or institution to which the account is transferred	Date of issue of certificate showing the period during which the subscriber contributed to the fund while in the school
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

Appendix D
Withdrawals Under Rule 11

										(To be filled in only in controlling authority's office)			(To be filled in only in the register maintained in the school)			
Name and serial number	Name of institution in which employed	Account number in the Pass Book of the subscriber	Amount at credit as in the Pass Book	Date on which the subscriber cased to be in the service of the school	Date of subscriber's application for withdrawal of amount at his credit.	Reason of withdrawal	Controlling authority's order as to eligibility of subscriber for the manager's contribution	Amount withdrawn from Savings Bank	Amount paid to subscriber	Amount drawn by controlling authority and credited to Government	Date and number of treasury receipt	Amount retained by the management with date of acknowledgement of receipt	Date of disbursement to subscriber .	Signature of subscriber	Date and number of manager's letter forwarding attested copy of subscriber's receipt	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

Appendix E

Register of advances from the Provident Fund sanctioned by the controlling authority on behalf of subscribers and their refund.

									Months in which the several instalments were refunded																									
Name and serial number	Name of institution in which employed	Account number as in the Pass Book of the subscriber	Amount at credit of the subscriber in the fund	Amount of advance applied for	Purpose for which advance is required	Amount of advance sanctioned by the controlling authoriy	Number of monthly instalments in which advance repayable	Month in which the advance was drawn by the subscriber	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	Interest Instalment (1)	Interest instalment(2)

Appendix F

Register of payments on the death of the subscriber as sanctioned by the controlling authority

Name and serial number	Name of institution in which employed	Account number in the Pass Book of subscriber	Amount at credit as in Pass Book	Date of death of subscriber	Order of controlling authority as regards payment	Amount paid	Date of payment	Name of person to whom paid	Amount deducted, if any, under rule 12 (a)	Remarks
1	2	3	4	5	6	7	8	9	10	11

Appendix G

POST OFFICE RULES RELATING TO THE TEACHERS' PROVIDENT FUND ACCOUNTS

45A, (a) Where a Provident Fund for teachers in non-pensionable service is established by Local Government or Administration, individual accounts will be opened by the Post Office for all teachers who are permitted to contribute to such fund. The deposits in such accounts will comprise contributions made by the teachers as well as by the managements of the schools where they are employed.

Note : A teacher for whom a Provident Fund account has been opened will not be debarred from opening an ordinary private account on his own name.

(b) The annual limit of Rs. 750/- and the maximum limit of Rs.5,000/- for deposits, as well as the maximum limit of Rs. 5,000/- for calculation of interest, do not apply to accounts opened under this rule.

(c) The withdrawal of the balance or any part of it or the transfer of the account to another Post Office is not allowed without the sanction of the Local Government or Administration or the Officer to whom such power may be delegated.

Note 1. When the balance at credit of such an account lapses according to the rules of the fund, it may be withdrawn either wholly or in part by the Local Government or Administration or the Officer to whom such power may be delegated. The Local Government or Administration or the Officer to whom such power may be delegated may also withdraw the total balance at credit of such accounts of a school when the school ceases to exist and is thus excluded from the fund or when for any other reason such a course appears necessary.

Note.2 In cases in which a teacher is debarred, in accordance with the rules of the fund from receiving the portion of the deposit which is made up of the contribution of the management, the manager will be allowed to withdraw the amount concerned under the orders of the Local Government or Administration or the Officer to whom such power may be delegated.

(d) In the form of declaration which every teacher will be required to sign the words "I further declare that I have no account opened by me on my own behalf at any Post Office Savings Bank" should be scored through in the case of accounts opened under this rule.

(e) The prohibition against the deposit and withdrawal of sums containing a fraction of an anna does not apply to accounts opened under this rule.

(f) Interest on an account opened under this rule ceases to accrue from the first day of the month in which the order for final withdrawal of the balance at credits issued by the authority concerned.

Appendix H

Act No. XIX of 1925

[AS AMENDED BY ACTS NO. XXVIII OF 1925 AND NO. VII OF 1927.]

[Passed by the Indian Legislature and Received the assent of the Governor-General on the 27th August, 1925]

An act to amend and consolidate the law relating to Government and other Provident Funds.

Whereas it is expedient to amend and consolidate the law relating to Government and other Provident Funds, it is hereby enacted as follows :

Short title, extent and commencement

(1) This Act may be called the Provident Funds Act, 1925.

(2) It extends to the whole of British India, including the British Baluchistan.

(3) It shall come into force on such date as the Governor General in Council may, by notification in the Gazette of India appoint.

Definitions

2. In this Act, unless there is anything repugnant in the subject or context :

(a) "compulsory deposit" means a subscription to, or deposit in a Provident Fund which under the rules of the Fund, is not until the happening of some specified contingency repayable on demand otherwise than for the purpose of the payment of premiums in respect of a policy of the life insurance, and includes any contribution credited in respect of any such subscription or deposit and any interest or increment which has accrued under the rules of the fund on any such subscriptions, deposit or contribution, and also any such subscription, deposit, contribution, interest or increment remaining to the credit of the subscriber or depositer after the happening of any such contingency.

(b) "contribution" means any amount credited in Provident Fund, [by * any authority administering the fund], by way of addition to, or otherwise in respect of, a subscription to or deposit in the fund ; and "contributory Provident Fund" means a Provident Fund the rules of which provide for the crediting of contributions ;

(c) " dependent" means any of the following relatives of a deceased subscriber to, or a depositor in, a Provident Fund, namely, a wife, husband, parent, child, minor brother, unmarried sister and a deceased son's widow and child, and where no parent of the subscriber or depositor is alive, a paternal grand-parent ;

(d) "Government Provident Fund" means a Provident Fund, other than a Railway Provident Fund, constituted by the authority of the Government for any class or classes of its employees or of persons employed by bodies existing solely for educational purposes ;

(e) "Provident Fund" means a fund in which subscriptions or deposits of any class or classes of employees are received and held on their individual accounts, and includes any contributions credited in respect of such subscriptions or deposits and any interest or increment accruing on such subscriptions, deposits or contributions under the rules of the Fund ;

(f) " Railway administration " means —

(i) any company administration a railway or tramway in British India either under a Special Act of Parliament or of the Indian or a Local Legislature, or under contact with the Secretary of State for India in Council, the Governor General in Council, or a Local Government, or

(ii) The manager of any railway or tramway administered by the Governor General in Council or a Local Government and includes, in any case referred to in sub-clause (ii), the Governor-General in Council or the Local Government, as the case may be.

(g) "Railway Provident Fund" means a Provident Fund constituted by the authority of a railway administration for any class or classes of its employees.

Protection of compulsory deposits

3. (1) A compulsory deposit in any Government or Railway Provident Fund shall not in any way be capable of being assigned or charged and shall not be liable to attachment under any decree or order of any civil, revenue or criminal court in respect of any debt or liability incurred by the subscriber or depositor and neither the Official Assignee nor any Receiver appointed under the Provincial Insolvency Act, 1920, shall be entitled to, or have any claim on, any such compulsory deposit.

(2) Any sum standing to the credit of any subscriber to or depositor in, any such fund at the time of his decease and payable under the rules of the fund to any dependant of the subscriber or depositor, or to such person as may be authorised by law to receive payment on his behalf, shall, subject to any deduction authorised by this Act and, save where the dependant is the widow or child of the subscriber or depositor, subject also to the rights of an assignee under an assignment made before the commencement of this Act, vest in the dependant, and shall, subject as aforesaid, be free from any debt or other liability incurred by the deceased or incurred by the dependant before the death of the subscriber or depositor.

Provisions regarding repayments.

4. (1) When under the rules of any Government or Railway Provident Fund the sum standing to the credit of any subscriber or depositor or the balance thereof after the making of any such deduction authorised by this Act, has become payable, the officer whose duty it is to make the payment shall pay the sum of balance, as the case may be, to the subscriber or depositor, or, if he is dead, shall-

(a) if the sum or balance, or any part thereof, vests in a dependant under the provisions of section 3, pay the same to the dependant or to such person as may be authorised by law to receive payment on his behalf ; or

(b) if the whole sum or balance, as the case may be, does not exceed five thousand rupees, pay the same, or any part thereof, which is not payable under clause (a) to any person nominated to receive it under the rules of the fund, or if no person is so nominated, to any person appearing to him otherwise entitled to receive it ; or

(c) in the case of any sum or balance, or any part thereof, which is not payable to any person under clause (a) or clause (b) pay the same—

(i) to any person nominated to receive it under the rules of the Fund, on production by such person of probate or letters of administration evidencing the grant to him of administration to the estate of the deceased or a certificate granted under the Succession Certificate Act, 1889, or under the Bombay Regulation VIII of 1827, entitling the holder thereof to receive payment of such sum, balance or part, or

(ii) where no person is so nominated, to any person who produces such probate, letters, or certificate.

Provided that, where the whole or any part of any sum standing to the credit of the subscriber or depositor has been assigned to any other person before the commencement of this Act, and notice in writing of the assignment has been received by the officer from the assignee, the officer shall, after makling any deduction authorised by this Act, and any payment due under clause (a) to or on behalf of the widow or children of the subscriber or depositor-

(i) If the subscriber or depositor or if he is dead, the person to whom in the absence of any valid assignment the sum or balance would be payable under this sub-section gives his consent in writing pay the sum or part or the balance thereof, as the case may be, to the assigne, or

(ii) if such consent is not forthcoming, withhold payment of the sum, part of balance, as the case may be, pending a decision of a competent civil court as to the person entitled to receive it.

(2) The making of payment authorised by sub-section (1) shall be a full discharge to the Government or the Railway administration, as the case may be, from all liabilities in respect of so much of the sum standing to the credit of the subscriber or depositor as a equivalent to the amount so paid.

Rights of nominees

5. (1) Subject to the provisions of this Act, but othrwise not- withstanding anything contained in any law for the time being in force or any dispositions, whether testamentary or otherwise, by a subscriber to, or depositor in, a Government or Railway Provident Fund of the sum standing to his credit in the fund, or of any part thereof, any nomination duly made in accordance with the rules of the fund, which purports to confer upon any person the right to receive the whole or any part of such sum on the death of the subscriber or depositor, shall be deemed to confer such right absolutely, until such, nomination is varied by another nomination made in like manner or is expressly cancelled by the subscriber or depositor by notice given in such manner and to such authority as is prescribed by these rules.

(2) Notwithstanding anything contained in the Succession Certificate Act, 1889, or the Bombay Regulation VIII of 1827 any such person shall, on the death of the subscriber or depositor be entitled to the grant, of a certificate under that Act, or that Regulation, as the case may be, entitling him to receive payment of such sum or part and such certificate shall not be deemed to be invalidated or superseded by any grant to any other person of probate or letters of administration to the estate of the deceased.

Powers to make deductions

6. When the sum standing to the credit of any subscriber or depositor in any Government or Railway Provident Fund which is a contributory Provident Fund becomes payable, there may, if the authority[1] (specified in this behalf in the rules of the fund) so directs, be deducted therefrom and paid to[2] (Government or the Railway administration, as the case may be)-

(a) any amount due under a liability incurred by the subscriber or depositor to[3] (Government or the Railway administration), but not exceeding in any case the total amount of any contributions credited to the amount of the subscriber or depositor and of any interest or increment which has accrued on such contributions ; or

(b) where the subscriber or depositor has been dismissed from[4] (his employment) for any reasons specified in this behalf in the rules of the fund, or where he has resigned such employment within five years of the commencement thereof, the whole or any part of the amount of any such contributions, interest and increment.

Protection for acts done in good faith

7. No suit or other legal proceeding shall lie against any person in respect of anything which is in good faith done or intended to be done under this act.

Power to apply the Act to other Provident Funds.

8. The Local Government may, by notification in the local Official Gazette, direct that the provisions of this Act shall apply to any Provident Fund established for the benefit of its employees by any local authority within the meaning of the Local Authorities Loans Act, 1914, and, on the making of such declaration, the Act shall apply accordingly, as if such Provident Funds were a Government Provident Fund and such local authorities were the Government.

Savings as to estates of soldiers

9. Nothing in section 4 or section 5 shall apply to money belonging to any estate for the purpose of the administration of which the Regimental Debts Act, 1893 applies.

GOVERNMENT OF WEST BENGAL
Legislative Department
Notification

No. 270 17th February, 1984

The following Act of the West Bengal Legislature, having been assented to by the President, is hereby published for general information.

West Bengal Act XXXIX of 1983

The West Bengal Non-Government Educational Institutions and Local Authorities (Control of Provident Fund of Employees) Act, 1983

(Passed by the West Bengal Legislature)

[Assent of the President was first published in the *Calcutta Gazette, Extraordinary*, of the 17th February, 1984.]

An Act to provide for deposit of balance on account of provident fund of employees of non-Government educational institutions and Local authorities in West Bengal in Treasury and for matters connected therewith or incidental thereto.

Whereas it is expedient to provide for deposit of balance on account of provident fund of employees of non-Government educational institutions and local authorities in West Bengal in Treasury, for adequate measures to control management of such fund and for matters connected therewith or incidental thereto ;

It is hereby enacted in the Thirty-fourth Year of the Republic of India, by the Legislature of West Bengal, as follows :

Short title, extent, commencement and application.

1. (1) This Act may be called the West Bengal Non-Government Educational Institutions and Local Authorities (Control of Provident Fund of Employees) Act, 1983

(2) It extends to the whole of West Bengal.

(3) It shall come into force on such date as the State Government may, by notification, appoint, and different dates ; may be appointed for different non-Government educational institutions or local authorities.

(4) It shall apply to all non-Government educational institutions and local authorities except the educational institutions administered by religious or linguistic minorities or under any trust or not, in receipt of any financial assistance from the State Governement :

Provided that the State Government may, if it considers fit, exempt any non-Government educational institution or local authority from the operation of this Act for such period as it may think necessary :

The West Bengal Non-Government Educational Institutions and Local Authorities (Control of Provident Fund of Employment Act, 1983.

(Section 2.)

Provided further that any non-Government educational Institutions administered by religious or linguistic minorities or under any trust or not in receipt of any financial assistaqnce from the State Government and exempted from the operation of this Act may apply to the State Governmet for being governed by the provisions of this Act and on consideration of such application the State Government may extend by notification the provisions of this Act to such institution.

Definitions.

2. In this Act, unless there is anything repugnant in the subject or context,—

(1) "appointed day" means the day appointed under sub-section (3) of section 3 ;

(2) "college" means a college affiliated to a University ;

(3) "employee" means,—

(a) in relation to a non-government educational institution, any person employed by such institution on whole-time basis, and includes teacher or a member of non-teaching staff, and

(b) in relation to a local authority, any person employed by such local authority on whole time basis ;

(4) "Librarian" means a Librarian, Deputy Librarian, Assistant Librarian or any other person discharging the functions of a librarian on whole-time basis, by whatever name called, appointed by a non-Government educational institution ;

(5) "local authority" means a Municipal Corporation ; Municipality, or Town Committee, but does not include a notified area authority or a *Gram Panchayat, Panchyat Samiti or Zilla Parishad.* ;

(6) "non-Government educational institution" means an educational institution not maintained or managed by the State Government, and includes-

(i) a University,

(ii) a non-Government college, Higher Secondary School recognised as such under the West Bengal Council of Hogher Secondary Education Act, 1975, Secondary school recognised as such under the West Bengal Board of Secondary Education Act, 1963 primary school managed by a District School Board Constitut, or recognised as a primary school under the Bengal (Rural) Primary Education Act, 1930 or recognised or deemed to be recognised as a primary school under the West Bengal Primary Education Act, 1973, or

West Bengal Act VIII of 1975
West Bengal Act V of 1963
Bangal Act VII of 1930
West Bengal Act XLIII og 1973

(iii) any other institution, by whatever name called, affiliated to a University or recognised under any enactment for the time being in force.

The West Bengal Non-Government Educational Institutions and Local Authorities (Control of Provident Fund of Employees) Act, 1983.

(Section 2–3)

in which instruction is provided for courses of study in Arts, Science, Commerce or Teacher's trasining or in which instruction is given in Primary Education as defined in clause (14) of section 2 of the Bengal (Rural) Primary Education Act, 1930 or clause (xvii) of section 2 of the West Bengal Primary Education Act, 1973 ;

Bengal Act VI of 1930

West Bengal Act XVLII of 1973

(7) "non-teaching staff" means the non-teaching staff, not holding any teaching post, appointed by a non-Government educational institution on wholetime basis, and includes a Librarian ;

(8) " notification" means a notification published in the *Official Gazette* ;

(9) "prescribed" means prescribed by rules made under this Act ;

(10) "teacher" means a Professor, Reader, Principal, Lecturer, Demonstrator, Tutor or any other person holding a teaching post, by whatever name called, appointed by a non-Government educational institution on whole-time basis ;

(11) "Treasury" means a Treasury of the State Government and includes a Sub-Treasury.

(12) "University" means the University constituted under–

(i)	the Bidhan Chandra Krishi Viswavidyalaya Act, 1974, or	West Bengal Act. XLIX of 1974
(ii)	the Calcutta University Act, 1979, or	West Bengal Act. XXXVIII of 1979
(iii)	the Vidyasagar University Act, 1981, or	West Bengal Act. XVIII of 1981
(iv)	the Burdwan University Act, 1981, or	West Bengal Act. XXIII of 1981
(v)	the Jadavpur University Act, 1981, or	West Bengal Act. XXIV of 1981
(vi)	the North Bengal University Act, 1981, or	West Bengal Act. XXV of 1981
(vii)	the Rabindra Bharati Act, 1981, or	West Bengal Act. XXXVI of 1981
(viii)	the Kalyani University Act, 1981.	West Bengal Act, XL of 1981

All standing balances in Provident fund to be transferred to the Treasury.

3. (1) All balances in the provident fund on the appointed day held in cash or in time deposits, Government securities, savings certificates, bank accounts, postal savings

accounts, debenture or in any other form of financial instrument shall be transferred to the State Government in such a manner as may be prescribed :

Provided that the portion or portions of the provident fund invested in time deposits, debentures, Government securities.

The West Bengal Non-Government Educational Institutions and Local Authorities (Control of Provident Fund of Employees) Act. 1983,

(Section 3—5)

savings certificate or in any other form of financial instrument shall be endorsed to the State Government or to any agent appointed by the State Government in this behalf in such a manner as may be prescribed.

(2) On and from the appointed day no non-Government educational institution or local authority shall deposit any portion of the balance of provident fund or accruals thereto in any postal savings account, bank account or any other agency except the Treasury.

(3) Notwithstanding anything to the contrary contained in any other law for the time being in force, any sum received by a non- Government educational institution or a local authority on account of provident fund of its employees by way of monthly subscription to the Provident Fund, repayment of advance from the provident fund taken by any such employee or interest on balances in the Provident fund shall, with effect from such date as the State Government may by notification appoint, be deposited in a Treasury in such a manner as may be prescribed.

(4) While transferring the provident fund balance to the State Government under sub-cection (1) a non-Government deucational institution or local authority, as the case may be, shall furnish to the State Government a statement showing the total amount standing at the credit of each employee subscribing to the respective provident fund indicating therein the employee's portion and the employer's portion of contributions, the amount of withdrawal outstanding against each employee and such other particulars as may be prescribed.

Payment on account of withdrawal by the subscriber.

4. (1) On and from the appointed day payments on account of withdrawal by a subscriber shall be made out of the balances in the provident fund referred to in sub-section (1) of Section 3. The procedure for withdrawal by a subscriber shall be such as may be prescribed :

Provided that the existing procedure for withdrawl by a subscriber from his provident fund account shall continue until the procedure as aforesaid is prescribed.

Existing rules and procedures to continue.

5. The powers exercised or the functions performed by any non-government educational institution or local authority under any law for the time being in force shall continue to be so exercised or performed and the procedure for the management and operation of provident fund (including withdrawals therefrom by the subscribers) and maintenance of accounts thereof shall continue.

Provided that the amount to be deposited in or withdrawn from the provident fund shall be deposited in or withdrawn from the Treasury through challans or bills to be drawn by the institution or the authority as aforesaid.

The West Bengal Non-Government Educational Institutions and Local Authorities (Control of Provident Fund of Employees) Act, 1983.

(Section 6–9)

Payment of Interst.

6. The subscriber to the providemnt fund shall be entitled to interest on the balance in his provident fund account at the same rate at which a State Government employee subscribing to the West Bengal Services Provident Fund is entitled on the balance of his provident fund account.

Non-Government educational institution or local authority to ensure the observance of the provisions of the Act.

7. It shall be the duty of every non-Government educational institution or local authority to ensure, while operating the provident fund under its charge, the observance of the provision of this Act, failing which the State Government may, after giving the institution or the authority, as the case may be, an opportunity of making a representation, take such action against it as may appear to the State Government to be proper and appropriate.

Power to issue directions

8. The State Government may, from time to time, issue such directions as it may consider necessary for implementation of the provisions of this Act and for making the rules or procedures regulating the provient fund of the employees of the State Government applicable to the employees of the non-Government educational institutions and the local authorities, *mutatis mutandis.*

Power to make rules.

9. (1) The State Government may make rules for carrying out the purposes of this Act.

(2) In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the matters which may be or are required to be prescribed or made by rules.

By order of the Governor,
G.C.Chatterjee
Secy. to the Govt. of West Bengal

GOVERNMENT OF WEST BENGAL
FINANCE DEPARTMENT
AUDIT BRANCH

No. 2852- F

Calcutta, the 12th March, 1984.

NOTIFICATION

In exercise of the power conferred by section 9, read with sub-section (1), (3) and (4) of section 3 and section 4, of the West Bengal Non-Government Educational Institutions and Local Authorities (Control of Provident Fund of Employees) Act, 1983 (West Bengal Act XXXIX of 1983), the Governor is pleased hereby to make the following rules:"

Rules

1. *Short title and commencement*

These rules may be called the West Bengal Non-Government Educational Institution and Local Authorities (Control of Provident Fund of Employees) Rules, 1984.

2. *Application*

These rules shall apply to all non-Government Educational Institutions and Local Authorities in the State of West Bengal except the educational institutions administered by religious or linguistic minorities or under any trust or not in receipt of any financial assistance from the Government or any non-Government educational institution or local authority exempted by Government under the first proviso to sub-section (4) of Section 1 of the Act

3. *Definitions*

(1) "the Act" means the West Bengal non-Government Educational Institutions and Local Authorities (Control of Provident Fund of Employees) Act, 1983.

(2) "Competent authority" means the authority in charge of management and control of provident fund of employees of educational institutions and local authorities and includes the authority competent to sanction withdrawals from the provident fund under the rules of such educational institutions or local authorities.

(3) "Government " means the Government of West Bengal in the Finance Department;

(4) Words and expressions used but not defined in these rules shall have " the meanings respectively assigned to them in the Act.

4. *Transfer and Deposits of Provident fund balances to Government Treasury*

(1) The non-Government educational institutions and local authorities shall on the appointed day transfer-

(i) all balances in the provident fund accounts of their employees along with interest accrued thereon, on the appointed day held in cash, time deposits, Government securities, savings certificates, bank accounts, postal savings accounts, debentures or in any other form of financial instruments, and

(ii) all subsequent accruals to the said provident fund accounts, by way of monthly subscriptions made by the employees, contributions made by the educational institutions if any, local authorities or the Government to such accounts as employer's share of contribution under the Rules or Orders in force, repayment of advances from the provient fund taken by the employees and interest on balances in the provident fund to the Government Treasury for credit to the Government.

(2) While transferring the provident fund balances to the Government Treasury, each non-Government educational or local authority, as the case may be, shall furnish to the Government a statement showing the total amount standing at the credit of each employee subscribing to the respective provident fund on the appointed day for the non-Government educational institution or the local

authority concerned in the form shown in Annexure I to these rules copies of which shall be forwarded.

(i)	(a)	by University other than the Bidhan Chandra Krishi Viswavidyalaya	to	the Secretary, Education Department (Higher Education), Writers Buildings, Calcutta ;
	(b)	by the Bidhan Chandra Krishi Viswavidyalaya	to	the Secretary, Agriculture Deptt., Writers Buildings, Calcutta ;
	(e)	by non-Government Arts, Science, Commerce, Teachers' Training Colleges	to	the Director of Public Instruction, West Bengal, Writers' Buildings, Calcutta ;
	(d)	by non-Government grant-in-aid/sponsored Secondary, Higher Secondary Schools—		
		(i) Sponsored Schools	to	the Director, School Education, 5 Bhawani Dutta Lane, Calcutta-12.
		(ii) grant-in-aid schools	to	the District Inspector of Schools (Secondary) of the District concerned.
	(e)	by Primary Schools of which the District School Boards are the controlling authorities	to	the District Inspector of Schools (Primary) of the District concerned.
	(f)	by Municipal Corporations	to	the Secretary, Local Government and Urban Development Department, Writers' Buildings, Calcutta.
	(g)	by Municipalities/Town Committees	to	the Secretary, Local Government and Urban Development Department. Writers' Buildings, Calcutta.

(ii) the Director, Pension, Provident Fund and Group Insurance, Finance Department, Purta Bhawan, 2nd floor, Salt Lake, Calcutta-64 ;

(iii) the Pay and Accounts Officer, Calcutta Pay and Accounts Office, 81/2/2 Phears Lane, Calcutta- 12 or the Treasury/Sub-Treasury Officer concerned where the "Deposit Account" under sub-rule (1) of rule 5 are opened for the non-Government Educational Institution/Local authority/District School Board.

(3) Such portion or portions of the provident fund balances of the employees, as stand invested in time deposits, cash certificates, Government securities, savings certificates, debentures or in any other form of financial instrument shall be endorsed to the Government in favour of the respective Government official mentioned below, who shall act as the agents of the Government for the purposes of sub-section (1) of section 3 of the act and such discharge shall be irrevocable:

		Discharging Agency	*Endosore*
(i)	(a)	Universities other than Bidhan Chandra Krishi Viswa vidyalaya	Deputy Secretary, Education Department (Higher Education) Government of West Bengal, Writer's Buildings, Calcutta ;
	(b)	Bidhan Chandra Krishi Viswavidyalaya	Deputy Secretary, Agriculture Department Government of West Bengal, Writers' Buildings, Calcutta ;
(ii)		Non-Government Arts, Science, Commerce, Teachers' Training Colleges	(a) Deputy Director of Public Instruction (Non-Government Colleges), Government of West Bengal, Writers' Buildings, Calcutta ; (b) Deputy Director of Public Instruction (Pay Packet Scheme) Writers' Buildings, Calcutta ;
(iii)		Non-Government grant-in-aid, sponsored, Secondary/Higher Secondary Schools	
	(a)	Sponsored Schools	(a) Deputy Director (School Education)
	(b)	Other Secondary/Higher Secondary Schools	(b) Concerned District Inspector of Schools (Secondary) Government of West Bengal.
(iv)		Primary Schools of which the District Schools Boards are the controlling authority	Concerned District Inspector of Schools (Primary), Government of West Bengal.
(v) (vi)		Municipal Corporation Municipalities /Town Comittees	} Deputy Secretary, Local Government and Urban Development Department, Government of West Bengal, Writers' Buildings, Calcutta.

(4) (i) Authority/Authorities, in whose name the time deposits, cash certificates or other financial instruments are held, shall make on the reverse side of the concerned receipt/certificate/instrument, etc. an endorsement in favour of the respective Government officials indicated in sub-rule (3) in the form shown in Annexure II (Part A) of these Rules.

(ii) Simultaneously, the bank, post office or any other agency which issued such receipts/certificates/instruments, etc, shall be advised by the concerned discharging authorities to transfer the principal and interest thereon, on maturity and to pay periodical interest, if any, to the Deposit Account in the form shown in Annexure II (Part B) of these Rules. Copies of the advice shall be sent to—

(a) the endorsee i.e. the official in whose favour the endorsement is discharged.

(b) Director Pension, Provident Fund and Group Insurance, Finance Department, Purta Bhawan, 2nd floor, Salt Lake, Calcutta— 700 064.

(5) No portion / portions of the balance of provident fund as on the day preceeding the apointed day which is wholly transferable to the Ggovernment Treasury under section 3 of the Act, shall be withdrawn by any competent authority of any non-government educational institution or local authority, as the case may be, for the purpose of re-investment in any agency other than in Government Treasury.

5. *Deposit Accounts*

(1) For facility of operation of provident fund schemes run for the benefit of employeees of non-Government educational institutions and local authorities, there shall be opened "Deposit Accounts for Provident Fund Deposits" in Calcutta Pay and Accounts Office or Calcutta based non-Government educational institutions and local authorities and in Treasuries and Sub-Treasuries for other non-Government educational institutions and local authorities and District Schools Boards in the name of the respective officials and other persons indicated below :

For provident fund of employees of	*Deposit Account in the name of*
(i) Universities	Vice-Chancellor of the concerned University or his authorised agent in Calcutta Pay and Accounts Office/Treasury concerned depending on the location of the University.
(ii) Non-Government Arts, Science, Commerce Teachers' Training Colleges.	Principal or his authorised agent in Calcutta Pay and Accounts Office/Treasury Concerned.
(iii) Non-Government grant-in-aid sponsored Secondary/Higher Secondary schools	
(a) Sponsored Schools	(a) Director of Schools Education in Calcutta Pay and Accounts Office.
(b) Others	(b) District Inspector of Schools (Secondary) of the concerned District in Treasury depending on the location of the school.
(iv) Primary Schools	
(a) Where District School Boards are the controlling authorities	(a) Chairman, District School Board or his authorised agent in Treasury depending on the location of the District School Board.

	(b) Where District Inspectors of Schools (Primary) are the controlling authority	(b) District Inspector of Schools (Primary) of the concerned district Treasury.
(v)	Municipal Corporations	Mayor or his authorised agent of the concerned Corporation in Treasury depending on the location of the Corporation.
(vi)	Municipalities/Town Committees	Chairman or his authorised agent of the concerned Municipality/Chief Executive Officer of the Town Committee in Treasury/ Sub-Treasury depending on the location of the Municipality.

(2) (1) The Deposits Accounts shall be purely Banking Accounts for the purpose of transactions under the provident fund deposits of emplyees of non-Government educational institutions and local authorities. All receipts in and withdrawals from the provident fund accounts of the employees shall be credited or debited under respective Deposit Account under the heads given below. Sub-heads as are relevant to a non-Government educational institution or local authority shall be used.

I. ***Receipt Side***

"K—Deposits and Advances
(a)—Deposits bearing Interests
Major Head—836—Civil Deposits
Minor Head—II—Other Deposits
Detailed —Provident Fund Deposits of—
Sub-Heads

(i) Employees of Univerisites—
—Name of the University

(ii) Employees of non-Government Arts

(iii) Employees of non-Government grant-in-aid, sponsored Secondary, Higher Secondary Schools
—(a) Director of School Education
—Name of the School
—(b) District Inspectors of Schools—
—Name of the District
—Name of the School

(iv) Employees of Primary Schools—
—(a) District School Boards—
—Name of the School

—(b) District Inspectors of Schools—
—Name of the School

(v) Employees of Municipal Corporation
—Name of the Corporation

(vi) Employees of Municipalities—
—Name of the Municipality

II. Disbursement Side

"K—Deposits and Advances
(a)—Deposits bearing Interests
Major Head—836—Civil Deposits
Monor Head—II—Other Deposits
Detailed — Disbursement to Subscribers from the Sub-heads
Provident Fund Deposits of

(i) Employees of Universities—
—Name of the University

(ii) Employees of non-Government Arts, Science, Commerce, Teachers' Training Colleges—
—Director of Public Instruction
—Name of the College

(iii) Employees of non-Government grant-in-aid Spoinsored Secondary/Higher Secondary Schools—
—(a) Director of School Education
—Name of the School
—(b) District Inspectors of schools—
—Name of the District
—Name of the School

(iv) Employees of Primary Schools—
—(a) District School Boards—
—Name of the School

—(b) District Inspectors of Schools
—Name of the School

(v) Employees of Municipal Corporations
—Name of the Corporation

(vi) Employees of Municipalities
—Name of the Municipality.

(ii) The limit of withdrawals from the Deposit Accounts shall be the credit balance of the respective Deposit Account standing in favour of the concerned non-Governemnt educational institution or local authority or the District School Board, as the case may be, at the material point of time.

(iii) The Government shall be liable only to the extent of fund deposited in the respective Deposit Account by the concerned non- Government educational institution or local authority, as the case may be and shall not be liable for any irregularity or ommission in respect of provident fund matters made by any competent authority of any non-Government educational institution or local authority or District School Board.

(iv) All deposits in the Deposit Accounts shall be made through challans or by transfer credit, as the case may be, and withdrawals there from shall be made by cheques to be drawn by the respective drawing officers of non-Government educational institutions and local authorities and District Schools Boards and passed for payment by the Pay and Accounts Officer/ Treasury Officer concerned.

(v) (a) The Calcutta Pay and Accounts Office/ Treasuries/Sub-treasuries will keep institution wise/local/authorition-wise/District School Board- wise accounts and shall for this purpose maintain ledgers with adequate number of folios, so as to accommodate all units covered by the relevant Deposit Account.

(b) All deposit and withdrawals by any non-Government educational institutions/local authorities/District School Board shall be entered into the books of accounts of non-Government educational institutionwise/local authority-wise/ District School Board- wise, under the appropriate heads of account indicated under clause (i) and these shall be taken into account while drawing up plus-minus statement every month by the pay and Accounts Officer/Treasury concerned.

(c) Non-Government Educational Institutions/Local authorities /District School Boards/ District Inspectors of Schools (Primary) shall maintain detailed accounts for each subscriber under their respective jurisdiction. Authorities of non-Government Educational Institutions, Local authorities, District School Boards and District Inspector of Schols shall reconcile the figures of deposits and withdrawals with the Pay and Accounts Office or Treasury concrned every month.

(d) The Pay and Accounts Office and Treasuries shall render every month plus-minus statement in respect of each Deposit Accounts showing therein Institution-wise/authority-wise/board-wise details to

(i) the Accountant-General, West Bengal.

(ii) the Director, Pension, Provident Fund and Group Insurance 2nd Floor, 'Purta Bhawan' Salt Lake, Calcutta-700 064.

(iii) the Director of Treasuries and Accounts, West Bengal, 'Stephen House', 4 B.B.D. Bag (East), Calcutta-700 001

(e) The Director, Pension, Provident Fund and Group Insurance shall reconcile his figures for all the Deposit Accounts with the Accountant General, West Bengal at least twice a year.

6. *Provident fund deductions through pay bills*

(1) All authorities in charge of drawal of pay bills of the employees of non-Government Educational Institutions/local authorities under their respective jurisdictions shall while preparing the pay bills of the employees for any period/month, indicate therein, separately,—

(a) the amount of provident fund subscription and

(b) the amount of the instalment of advance, if any, payable by each subscriber.

(2) The total amount of provident fund subscription/ instalment of advance shall be entered on the first page of the pay bill, as an item to be deducted from the gross amount of the pay bill.

(3) The amount of subscription to the provident fund and the amount of the advance repaid, shall also be entered into a "Schedule of P. F. Deductions" in the form shown in Annexure III which shall be attached with each pay bill. The P.F. Deductions Schedule as aforesaid shall be prepared in three copies to be utilised as follows.

(i) One copy to be retained by the Pay and Accounts Office/Treasury /Sub-Treasury Officer concerned while clearing the Bill.

(ii) One copy to be retained by the authority drawing the Bill.

(iii) One copy to be sent to the Director, Pension, Provient Fund and Group Insurance, "Purta Bhawan" 2nd floor, Salt Lake, Calcutta-700 064.

(4) (a) The net amount after deduction of P.F. subscription/ advance re-payment as indicated in "P. F. Deduction Schedule" shall be passed for payment as one component of the pay bill ; and

(b) The deducted amount of P. F. subscription/advance, repayment, as aforesaid, shall be passed for payment as the other component of the pay bill which shall be credited to the respective Deposit Account under the Heads with appropriate sub-heads indicated in clause (1) of sub-rule (2) of Rule 5 by the respective Drawing Officers in the following manner:

(i) Drawing Officer of Universities	Where pay bills are cleared through Treasuries by transfer credit to the respective Deposit Account under the appropriate heade indicated in clause (i) of sub-rule (2) of Rule 5 for which the Pay and Accounts Officer /Treasury Officer concerned should be advised accordingly on the body of the bill. In other cases through challans in T.R.Form No. 7. (annexure IV) prepared and receipted copies thereof disposed of in the manner indicated under sub-rule (3)
(ii) Drawing Officer for non-Government Arts, Science. Commerce, Teachers' Training Colleges.	Where pay bills are cleared through Treasuries-by transfer credit to the respective Deposit Account under the appropriate

heads indicated in clause (i) of sub-rule (2) of Rule 5 for which Pay and Accounts Officer/Treasury Officer concerned should be advised accordingly on the body of the bill. In other cases through Challans in T.R. Form No. 7 (Annexure IV) to be prepared and receipted copies thereof disposed of to authorities as under sub-rule (3)

(iii) Drawing Officers for non-Government grant-in-aid sponsored Secondary/Higher Secondary Schools — Where pay bills are cleared through Treasuries by transfer credit to the respective Deposit Account under the appropriate heads indicated in clause (i) of sub-rules (2) of Rule 5 for which Pay and Accounts Officer / Treasury Officer concerned should be advised accordingly on the body of the bill. In other cases through Challans in T.R. Form No.7 (Annexure IV) to be prepared and receipted copies thereof disposd of to authorities as under sub-rule (3)

(iv) Drawing Authorities for Primary Schools — The P.F. subscription/ advance repayment as shown in P.F. Deduction Schedule shall be deducted and the amount so deducted.

(a) Where Chairman District School Board is the drawing authority. — shall be deposited in respective Deposit Account under the appropriate head of account indicated in clause (i) of sub-rule (2) of Rule 5 through challans in T.R. Form No. 7 (Annexure IV) for credit under the appropriate head indicated in that clause.

Copies of the receipted challan shall be sent to—

(x) District Inspector of Schools (primary) concerned.

(y) Director, Pension, Provident Fund and Group Insurance, Finance Department, 'Purta Bhawan, 2nd floor, Salt Lake, Calcutta- 700 064.

(z) Copy to be retained by the Drawing Officer.

(b) Where District Inspector of Schools (Primary) is the drawing officer.	The District Inspector COncerned shall pass the pay bill in the manner laid down inclause (a) and clause (b) of sub-rule (4) of this Rule in two bills. The treasury Officer concerned shall be instructed onm the body of the 2nd bill to deposit theamiunt in respective Deposit Acvcount unsder the appropriate head of acount indicated in clause (i) of sub-rule 5 by transfer credit.
(v) Municipal Corporations and Municipalities/ Town Committee where pay bills are not cleared through Treasuries.	The concerned Drawing Officer shall deduct P.F. subscriptions /advance re-payment as shown in P.F. Deduction Schedule from the gross amount of the pay bill (in case two separate bills are not feasible) and deposit the deducted amount through challans in T.R Form No. 7 (Annexure IV) for credit in the respective Deposit Account under the appropriate heads indicated in clause (i) of sub-rule (2) of Rule 5.

Copies of the receipted challans shall be sent to—

(i) the Secretary,
Local Government and Urban Developement Department, Writer's Buildings, Calcutta-1

(ii) the Director,
Pension, Provident Fund and Group Insurance, Finance Department 'Purta Bhawan' 2nd floor, Salt Lake, Calcutta-700 064.

(iii) the Third copy being retained.

7. *Withdrawals*

(i) All withdrawals form the Deposit Accounts shall be debited under appropriate sub-heads to the Major Head indicated in clause (i) of sub-rule (2) of Rule 5 under the respective Deposit Account.

(ii) Competent authorities in charge of Provident Fund of employees of non-Government educational institutions and local authorities shall scrutinise each application for withdawals from a subscriber with reference to the balance at the subscriber's account, amount of loan outstanding, if any, against the concerned

subscriber and other conditions of withdrawals as are prescribed in the relevant provident fund Rules in force and sanction the amount found admissible.

(iii) All such withdrawals by subscribers shall be entered into the individual accounts ledger of the employee concerned by the competent authority of the non-Government educational institution or local authority, as the case may be.

8. *Miscellaneous Provisions.*

(1) The authorities of Universities, Non-Government Arts, Science, Commerce, Teacher's Training Colleges, non-Government grant-in-aid, sponsored Secondary, Higher Secondary and other schools and local authorities, while applying for periodic grant-in-aid, matching grants, lump grant or any other form of financial assistance from Government for pay and allowance, dearness allowance subvension, etc. in respect of employees under their rspective jurisdiction, shall furnish consolidated statement of deposits and withdawals from the Provident Fund Deposit Account of the establishment concerned for the intervening period after the last grant was released, in the form shown in Annexure V of these Rules. Copies of such statements shall be sent-

(i) (a) By Universities except Bidhan Chandra Krishi Vishwavidyalaya	to the Deputy Secretary, Education Department (Higher Education) Writer's Buildings, Calcutta-1
(b) By Bidhan Chandra Krishi Viswavidyalaya	(b) to the Deuty Secretary
(ii) By Colleges	to the Deputy Director of Public Instruction (Pay Packet Scheme) and Deputy Director of Public Instruction (non-Government Colleges), Writers' Buildings, Calcutta-1, as the case may be
(iii) By Non-Government grant-in-aid, Sponsored Secondary, Higher Secondary schools	
(a) Sponsored schools	to the Director of School Education, 6 Bhawani Dutta Lane, Calcutta-700 012.
(b) others	to the District Inspector of Schools (Secondary) of the District concerned.
(iv) By Primary Schools of which District School Board is the controlling authority	to the District Inspector of Schools (Primary) of the District concerned.
(v) By Municipal Corporations and Municipalities/Town Committees.	to the Secretary, Local Government and Urban Development Deaprtment, Writers' Buildings, Calcutta

(2) Authorities competent to release such grants shall satisfy themselves that provident fund deductions are being duly made and deposited by the concerned non-Government educational institutions and local authority and then release the grants.

(3) In case of any discrepancy, appropriate penal or other action may be taken against the defaulting organisation, including withholding of grants-in-aids by the authorities sanctioning such grants after consultation with the Director, Pension, Provident Fund , and Group Insurance.

9. *Payment of Interest*

(1) At the end of each financial year interest shall be allowed by the non-Government educational institution/local authority /District Inspector of Schools/ District Schools Boards on the balance standing at the credit of each subscriber on the 31st of March every year at the same rate of simple interest announced by the Government for the State Government employees provident fund deposits for the accounting year concerned.

(2) The interest to individual subscriber shall be allowed by the non-Government educational institution/local authority/ District School Board/ District Inspector of Schools (primary) by crediting each individual account by an amount calculated at the rate of simple interest refered to ain sub-rule (1) on the balance standing at the credit of the subsciber after order to this extent are issued by the Government.

(3) At the close of each financial year, authorities of non- government educational institutions /local authorities/District inspectors of school, District School Boards shall prepare an Annual Statement of Accounts in the form shown in Annexure VA of these Rules for its establishment and send it to Director, Pension, Provident Fundand Group Insurance and to the authorities mentioned sub-rules (1) of Rule 8, at the latest by the 30th of April that year.

(4) That authorities mentioned in sub-rule(I) of Rule 8, shall consolidate the statements in the form shown in Annexure VB so as to reflect the positions group-wise and communicate the same to the Accountant-General, West Bengal at the latest by the 15th may of the same year and to the Director, Pension, Provident Fund and Group Insurance , Finance Department, 2nd floor, Purta Bhawan, Salt Lake, Calcutta-64.

(5) The Director, Pension, Provident Fund, and Group Insurance, West Bengal shall prepare consolidated statement for payment of interest as shown in Annexure VI and send it to the Accountant General, West Bengal for carrying out the adjustments under the head of accounts given below.

Disbursement side.

Major Head—249—Interest payments.
Minor Head—F—Interst on other obligation
Detailed —Interest on Deposit (charged)
Sub-Head—Interest on Provident Fund Deposit of —

(i) Employees of Universities—
—Name of the University

(ii) Employees of non-Government Arts,Science, Commerce, Teachers' Training Colleges—
—Director of Public Instruction
—Name of the College

(iii) Employees of non-Government grant-in-aid, Sponsored Secondary/Higher Secondary Schools—
—(a) Director of School Education
—Name of the School
—(b) District Inspectors of Schools—
—Name of the District
—Name of the School

(iv) Employees of Primary Schools
—(a) District School Board—
—Name of the School
—(b)District Inspectors of schools—
—Name of the District
—Name of the School

(v) Employees of Municipal Corporations
—Name of the Corporation

(vi) Employees of Municipalities
—Name of the Municipality.

10. *Director, Pension, Provident Fund and Group Insurance.*

(1) The Director of Pension , Provident Fund and Group Insurance shall prepare the Budget estimates and forward the same to the Budget Branch of Finance Department of Government at the appropriate time.

(2) The Director, Pension, Provident Fund and Group Insurance shall compile detailed accounts prepared on the basis of challans, statements etc. received by him. He shall reconcile his figures with the Accountant General, West Bengal at least twice a year.

(3) The Director, Pension, Provident Fund and Group Insurance shall be competent to issue orders, prescribe procedures for maintenance of provieent fund accounts by all concerned whenever found necessary.

11. *Repeal and savings*

Any rules, orders on provident fund matters which were in force immediately before the commencement of thse Rules and applicable to the provident fund deposit of the employees of the non-Government educational institutions or local authorities to which these Rules apply, shall be repealed to the extent they are repugnant to these Rules:

Provided that in respect of anything done or any act committed or any ommission made before the commencement of these Rules, the rules which were in force when the thing was done or the act was committed or the ommission was made, shall be deemed to continue and to have always continued to apply.

12. *Interpretation*

If any point arises on the incrpretation of any rule of these Rules , it shall be referrd to the Government in the Finance Department whose decision thereon shall be final.

ANNEXURE I
[Rule 4 (2)]

Form for statement on standing Balance as on...

(the appointed date)

Name of the Non-Government Educational Institution/ Local Authority with complete postal address

Other particulars

Sl. No.	Name of the Subscriber	P.F. A/c. No.	Balance as on the day (appointed date)	Amount of loan/ advance outstanding*	*Amount transferred to Government*	
					in cash	in other forms description of the instrument with amount involved
1.						
2.						
3.						

Date—

(Seal)

Signature
By competent authority of the Non-Government Educational Institution/Local Authority

(Number of instalments to be paid)

ANNEXURE II

PART—A

[See Rule 4(4)(i)]

Form of endorsement

(To be executed by Non-Government Educational Institutional/Local Authority)

(a) Please pay on maturity to the Government of West Bengal through...

(name of the relevant Government official)

the principal amount with accumulated interest and discharge the holder.

(b) The interest payable on the Fixed Deposit, Savings Certificate monthly/quarterly/Half Yearly/Annually may be paid to the Government of West Bengal in terms of the deposit.

Signature

Seal

Date....................... Designation

Portion not relevant may be struck off.

PART—B

To

The...

....*Bank/Post Office*

Re : Fixed Deposit Receipt No.......................................
Dated...........................for Rs.................................
maturing on...

Sir,

In terms of section 3 of the West Bengal Non-Government Educational Institutions and Local Authorities (Control of Provident Fund of Employees) Act, 1983, all balances in the Provident Fund held by the Non-Government Educational Institutions either in cash or in bank deposits or in Government securities are to be transferred to the State Government. In case of time deposits, the instrument is to be endorsed to the State Government or to any agent appointed by the State Government.

The above Fixed Deposit represents the Provident Fund of the employees of our institution. We have to advise that on maturity the proceeds of the above Fixed Deposit Receipt the principal as well as interest accrued thereon be paid to the Government of West Bengal. We have duly discharged the above Fixed Deposit Receipt with our endorsement thereon instructing you to pay the principal amount as well as interest accrued thereon on maturity to the Government of West Bengal.

The interest on the above Fixed Deposit is payable monthly/quarterly/half-yearly. We have received payment of interest upto....................................Further

interest to be accrued thereon be paid to the Government of West Bengal in terms of the deposit.

Thanking you, Yours faithfully,

Date ....

Seal

ANNEXURE III

Schedule of Provident Fund Deduction
[See Rule 6(3).]

For the month of ....198......

Name of the Institution	P.F. A/c. No.	P.F. Deduction			
		Subscription		Loan	Total
		Current	Arrear	Repayment	
		1	2	3	(1+2+3)
(Name of employees) 1.					
2.					
3.					
Total Number of employees	Total No. of P.F. Account				

Certified that the sum of Rs.* ....(in words) as detailed above in respect of ....(Number of employees) of ....(Name of the Institution) or ....(number of institution) of Institution named in the attached sheet have been deducted from the pay bill for the month of .... (name of month)

198.........................,
Signature of the
Bill drawing Officer.

Signature
with Designation of the
Bill passing Authority.

(Seal)

Date—

ANNEXURE IV
[Rule 6(4)(b)]

* This amount should correspond to the total amount of P.F. deduction in the Bill.

T.R.FORM NO. 7 (See S.R. 46)
CHALLAN FORM (OBVERSE)
CHALLAN No.

Challan of cash paid into the Treasury/Sub-Treasury at...
State/Reserve Bank of India

<table>
<tr><td colspan="5">To be filled in by the remitter</td><td colspan="2">To be filled in by the Departmental officer or the Treasury.</td></tr>
<tr><td>By whom tendered</td><td>Name (or desigantion) and address of the person on whose behalf money is paid</td><td>Full particuairs of the remittance and of authority (if any)</td><td colspan="2">Amount</td><td>Head of Account</td><td>Order to the Bank%</td></tr>
<tr><td>Name</td><td></td><td></td><td>Rs.</td><td>P.</td><td></td><td>Date .... correct. Receive and grant receipt Siganture and full desigantion of the officer ordering the money to be paid in</td></tr>
<tr><td colspan="2">Signature</td><td>Total</td><td></td><td></td><td colspan="2"></td></tr>
<tr><td colspan="4">*(In words)Rupees</td><td></td><td colspan="2">% to be used only in the case of remittance to the Bank through Departmental Officer or the Treasury Officer.</td></tr>
<tr><td colspan="2">Received payment.
Treasurer</td><td colspan="2">Accountant</td><td colspan="2">Date</td><td>Treasury Officer Agent or Manager</td></tr>
</table>

Note 1. In the case of payments at the treasury, receipts for sums less than Rs. 500 do not require the signature of the Treasury Officer, but only of the Accountant and the Treasurer. Receipts for cash and cheques paid for service postage stamps should be given in T.R. Form No. 6.

Note 2. Particulars of money tendered should be given on the reverse.

Note 3. In cases where direct credits at the Bank are permissible the column "Head of Account" will be filled in by the Treasury Officer or the Accountant General as the case may be, on receipt of the Bank's daily sheet.

(REVERSE)

Particulars		Amount
Coin	Rs.	
Notes (with details)		
Cheques (with details)		
	Total	

ANNEXURE V

Periodical Statements of Deposit and Withdrawals from P.F. Deposit Account (See Rule 8.)

For the period from ....to ....

Name of the Non-Government Educational Institution / Local body / District School Board.

Deposit Account No.

Calcutta P.A.O. / Treasury / Sub-Treasury ....

Period by month	Number of Subscribers	DEPOSIT				Challan No. & date of deposit in Treasury	Withdrawals
		Subscription	Arrear Subscription	Advance repayment	Total		
		1	2	3	1+2+3		
January							
February							
March							
etc.							

Date (Seal) Signature of competent authority

N.B.—District School Board may consolidate figures for different schools in one form.

ANNEXURE V–A

Annual Statement of P.F. Deposits

[See Rule 9(3)]

(By individual Organisation)

Name of the Subscriber	Account No.	Balance as on closing of last accounting year	Deposit during the current year		Withdrawal during the period	Balance as on 31st of March of	Interest allowed	Closing Balance
			Subscription	Advance Repayment				
1. 2. 3.								

Date (Seal) Signature of competent authority

N.B.—D.I's (Secondary / Primary) / D. S. B. Shall consolidate the figures institution-wise and may use form (V-B) with necessary modifications.

ANNEXUE V-B

Concolidated Annual Statement of Account Institution-wise

[See Rule 9(4)]

Description of the Institution	Balance in Deposit Account on closing of last year	Deposit during the year		Withdrawals	Interest allowed	Closing Balance
		Subscription	Advance Repayment			

Date— Signature

Consolidated Statement of Interest Payment

For the period from .... to ....

Description	Balance as on 31st March of	Interest credited to individual accounts of subscriber	Remarks
(i) Universities			
(ii) Colleges			
(iii) Secondary / Higher Secondary Schools			
(iv) Primary Schools— (a) Controlled by District School Board (b) Controlled by District Inspector of Schools			
(v) Municipal Corporation—			
(vi) Municipalities/Town Committees			

Date—

Signature with date
Director of Pension/P.F./Group Insurance.

(Seal)

By order of the Governor,
Secretary to the Government of West Bengal

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. 6310-F — Calcutta, the 30th May, 1984.

NOTIFICATION

In exercise of the power conferred by Section 9, read with sub-sections (1), (3) and (4) of section 3 and Section 4, of the West Bengal Non-Government Educational Institutions and Local Authorities (Control of Provident Fund of Employees) Act, 1983 (West Bengal Act XXXIX of 1983), the Governor is pleased hereby to make the following amendments in the West Bengal Non-Government Educational Institutions and Local Authorities (Control of Provident Fund of Employees) Rules, 1984 issued with this Department Notification No. 2852-F dated the12th March, 1984 (hereinafter referred to as the said rules) :

Amendment

In the said rules, —

(1) in clause (d) of sub-rule (2) of rule 4,—

(a) in sub-clause(i), after the words and figures"6, Bhawani Datta Lane, Calcutta 12" *insert* the following words:

"or the Assistant Inspector of Schools (Secondary) in charge of the sub-division concerned" ;

(b) in sub-clause (ii), after the words " District concerned", *insert* the following words :

"or the Assistant Inspector of Schools (Secondary) in charge of the sub-division concerned" ;

(2) in sub-clause (b) of clause (iii) of sub-rule(1) of rule 5, after the words "of the school", insert the following words :

"or the Assistant Inspector of Schools (Secondary) in charge of the sub-division concerned".

(3) in clause (iii) of sub-rule (1) of rule 8,—

(a) In sub-clause (a), after the words and figures "6, Bhawani Datta Lane, Calcutta-12 ", *insert* the words :

or the Assistant Inspector of Schools (Secondary) a charge of the sub-division concerned" ;

(b) in sub-clause (b), after the words "District concerned", *insert* the following words :

"or the Assistant Inspector of Schools (Secondary) in charge of the sub-division concerned"

By order of the Governor
Sd/- S. S. CHATTOPADHYAY
Special Secretary to the Government of West Bengal.

GOVERNMENT OF WEST BENGAL

Finance Department

Audit Branch

No. 8114-F Calcutta, the 17th July, 1984.

NOTIFICATION

In exercise of the power conferred by section 9, read with the sub-sections (1), (3) and (4) of section 3 and section 4, of West Bengal Non-Government Educational Institutions and Local Authorities (Control of Provident Fund of Employees) Act, 1983 (West Bengal Act XXXIX of 1983), the Governor is pleased hereby to make the following amendments in the West Bengal Non-Government Educational Institutions and Local Authorities (Control of Provident Fund of Employees) Rules, 1984, issued with this department notification No. 2852-F, dated the 12th March, 1984 (Hereinafter referred to as the said rules) :

Amendments

In Rule 9 of the said rules, —

(1) in sub-rule (1), *delete* the word "simple" ; and

(2) in sub-rule (2), *delete* the word "simple".

By order of the Governor
Sd/- S. P. CHATTERJEE
Dy. Secy. to the Govt. of West Bengal.

GOVERNMENT OF WEST BENGAL

Finance Department

Audit Branch

No. 8276-F.

Calcutta, the 23rd July, 1984.

MEMORANDUM

In rule 5 (1) (iv)(a) of the West Bengal Non-Government Educational Institutions and Local Authorities (Control of Provident Fund of Employees) Rules, 1984 the designation of the Official in whose name the Provident Fund Deposit Account in respect of the employees of the Primary Schools under the Control of the District School Boards would be opened has been shown as Chairman, District School Board or his authorised agent. It has now come to the notice of the Government that the Head of District School Board Organisation in a district is the President of the School Board and not the Chairman. The Governor is now pleased to order that in all cases where the President not Chairman is in overall control of the District School Board the Provident Fund Deposit Account in respect of the employees of the Primary Schools under the control of the District School Boards shall be opened in the name of the President, District School Board or his authorised agent. The President of the Dist. School Boards or his authorised agent concerned shall exercise all powers and funcations in respect of the operation of Deposit Account as have been assigned to the Chairman, District School Board in the relevant rules, including functions pertaining to deposits to and withdrawals from the Provident Fund Deposit Account.

Amendment of the rule to this effect will be made in due course.

Sd/-S. S. CHATTOPADHYAY
Special Secretary to the
Government of West Bengal.

GOVERNMENT OF WEST BENGAL

Finance Department

Audit Branch

No. 2851-F.

Calcutta, the 12th March, 1984.

NOTIFICATION

In exercise of the powers conferred under Sub-Section (3) of Section 1 of the West Bengal Non-Government Educational Institutions and Local Authorities (Control of Provident Fund of Employees) Act 1983 (Act XXXIX of 1983), the Governor is hereby pleased to order that for the Educational Institutions and Local Authorities in the State of West Bengal, as named below, the appointed day for the purpose of the aforesaid Act XXXIX of 1983, shall be as indicated hereunder :

(i) *Universities*—

the Bidhan Chandra Krishi
Viswavidyalaya

	the Calcutta University the Vidyasagar University the Burdwan University the Jadavpur University the North Bengal University the Rabindra Bharati the Kalyani University	15th March, 1984
(ii)	all Primary Schools of which District School Boards or District Inspectors of Schools (Primary) are the Controlling Authorities.	15th March, 1984.
(iii)	All Municipal Corporations excepting the Municipal Corporation of Calcutta.	15the March, 1984.
(iv)	All Municipalities /Town Committees.	15th March, 1984.

2. Ordered that the copies of these Orders be published in the Official Gazette.

By order of the Governor,
Sd/- S. S. Chattopadhyay
Special Secretary to the
Government of West Bengal.

GOVERNMENT OF WEST BENGAL

Fiance Department

Audit Branch

No. 5205-F. Calcutta, the April 30, 1984.

MEMORANDUM

Sub : *Opening of Deposit Accounts for booking of transactions under the Proivident Fund of employees of non-Government Educational Institutions and Local Authorities deposited in Treasury.*

Attention of all Treasury Officers and others concerned are invited to the Department Memo. No. 4271-F, dated 10.4.84 on the above subject wherewith necessary administrative approval for opening of Deposit Accounts in the name of different Government Officials and non-Government Officials in Treasuries and Calcutta Pay and Accounts Office were accorded. Enquiries have been made as to whether any further approval from Accountant General, West Bengal will be necessary before opening Deposit Accounts in each case. It is clarified that as the above Memo. dated 10.4.84 was issued with the concurrence of Accountant-General, West Bengal no further approval from his end will be necessary for opening Deposit Account in individual cases. As such it is ordered that as and when the different Government Officials and non-Government Officials indicated in the aforesaid Memo. Dated 10th April, 1984, apply to the Treasury Officer or Pay and Accounts Officer, Calcutta for opening of Deposit Accounts for Provident

Fund deposits of the non-Government employees under their respective jurisdictions, the same shall be allowed without production of any separate authority from the Accountant-General, West Bengal.

Further ordered that the amount/amounts tendered as interim deposit without detailed statement shall also be accepted for opening of Deposit Accounts.

Sd/- S. S. Chattopadhayay
Special Secretary to the
Government of West Bengal.

GOVERNMENT OF WEST BENGAL

Finance Department

Audit Branch

No. 5341-F Calcutta, the 5th May, 1984.

MEMORANDUM

Sub : *Implementation of the West Bengal Non-Government Educational Institutions and Local Authorities (Control of Provident Fund of employees) Act, 1983.*

In terms of the aforesaid Act, all Provident Fund Schemes of employees of Non-Government Educational Institutions and Local authorities will require to be operated through Government Treasuries, as and when the Act is extended to them.* Operative rules for implementing the provisions of the Act were issued with Finance Department Memo. No. 2852-F, dated 12.3.84. Subsequently, with this Department Memo No. 4271-F, dated 10.4.84 administrative approval for opening of 'Deposit Accounts for Provident Fund Deposits'as provided under rule 5 of the aforesaid Rules have since been issued. For the purpose of opening of Deposit Accounts in Treasuries/Sub-Treasuries or Pay and Accounts Office, Calcutta, in the name of Government and non-Government officials detailed in the Rules, no separate approval from Accountant-General, West Bengal will be required. Treasuries and Pay and Accounts Office, Calcutta will now open such Deposit Accounts, on application from the competent authorities to the concerned Treasury Officer/Pay and Accounts Officer, who have been directed accordingly.

2. For convenience of all concerned and in continuance of earlier instructions, the Governor is pleased to issue the following detailed instructions, as appended herewith, to be followed by all concerned including Treasuries and Pay & Accounts Office.

3. Further instructions may be issued from time to time, as and when required.

Sd/- S. S. Chattopadhyay
Special Secretary to the
Government of West Bengal, Finance Department.

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* With Finance Deptt.Notification No. 2851-F, dated 12.3.84, the act has been extended to Universities (excluding Biswa Bharati Biswavidyyalaya), Primary Schools under the Controll of D.S. Boards and D.I. of Schools, to municipal Corporations (excluding Calcutta Corporation), Municipalites, Town Committees with effect from 15.3.84.

The Act has subsequently extended to Secondary and Higher Secondary Schools with F.D. Notification No- 6066-F dated 25.5.84, and to Colleges with Notification No. 7343-F with effect from 1.6.84 and 1.8.84 respectively.

ENCLOSURE TO FINANCE DEPARTMENT

Memo No. 5341-F Dated 5.5.1984.

Detailed Instructions for operation of Deposit Accounts

Explanation :

"Act" means—The West Bengal Non-Government Educational Institutions and Local Authorities (Control of Provident Fund of Employees) Act, 1983.

"Rules" means—The West Bengal Non-Government Educational Institutions and Local Authorities (Control of Provident Fund of Employees) Rules, 1984.

"Administrator" means—The Government or Non-Government Officials in whose name the Deposit Account is opened and who will operate the same Account.

Introductory :

1. (a) Rule-5(1) of the Rules gives the general purpose for opening of Deposit Accounts for Provident Fund Deposits.

   (b) Sub-rules (i) to (vi) of-5(1) of the Rules give the names of Government officials and non-Government officials (by designation) in whose names Deposit Accounts are to be opened corresponding to different categories of employees of non-Government Educational Institutions and Local Authorities in the State.

   (c) Sub-rule (2)(i) to rule-5 of the Rules, describes the nature of the Deposit Account and gives budgetory heads of account for booking of transactions thereunder. (Also explained in Finance Department Memo No. 4271-F, dated 10.4.1984).

Clarified further that the Provident Fund Deposit Accounts shall be purely banking Accounts. Government Officials or non-Government officials in whose names the Deposit Accounts will be opened shall operate the said accounts as the Administrator of the account concerned. The limit of withdrawal from the Provident Fund Deposit Account shall be the credit balance of the Institution standing at the material point of time. Cheques issued by the Administrators, *after being passed by the Treasury Officer/pay and Accounts Officer* concerned shall be fully negotiable like any other banking cheques.

The amount standing to the credit of an Institution/Local Authority alongwith interest thereon, whether accrued before or after the 'Appointed Day' and subsequent accruals shall continue to remain the property of the concerned Institution/Local Authority ; only the custody thereof is changed.

   (d) Deposit Accounts for Provident Fund Deposits of employees of non-Government Educational Institutions/Local Authorities, are distinct from other types of Deposit Accounts or P.L. Accounts or Local Fund Accounts. Under them only transactions of Provident Fund of employees will be covered. A Government official or non-Government official may continue to operate another P.L. Account or Local Fund Account while operating a Deposit Account for Provident Fund Depsoits.

   (e) The brand name of such Deposit Accounts shall be "Provident Fund Deposit Accounts or PFDA in brief, to distinguish them from other Deposit Accounts.

Part A—*For institutions, Local Authorities and Operators of Deposit Accounts.*

How to open a Deposit Account for P.F. Deposits :

2. (a) Authorities of Universities, non-Government Arts, Science, Commerce, Teachers' Training Colleges, Municipal Corporations, Municipalities and Town Committees shall put in an application in plain paper or letter head of the Organisation to the Pay and Accounts Officer, Calcutta or to the Treasury Officer concerned quoting the authority of Finance Department Memo No. 4271-F, dated 10.4.84 for opening of " Deposit Account for Provident Fund Deposits".

Likewise, authorities of District School Boards, the Director of School Education and the District Inspectors of Schools, both Primary and Secondary, shall apply to the Treasury Officer or Pay and Accounts Officer, Calcutta as the case may be (as indicated in Finance Department Memo.No. 4271-F. dated 10.4.84) for the same purpose.

Copy of the application for Provident Fund Deposit Account, as above shall be sent to the Accountant-General, West Bengal, Treasury Buildings, Calcutta-700 001.

(b) Along with such application following papers/particulars shall be furnished :

(i) For Universities, District School Boards, Municipal Corporations, Municipalities and Town Committees a formal letter or copy of resolution giving name and designation of the person who has been authorised to operate the concerned Deposit Account. For District Inspectors of Schools and the Director of School Education a simple application will be sufficient.

(ii) Three sets of specimen signatures of the persons who will operate the Provident Fund Deposit Account. The Specimen signatures should be duly attested by an *officer* of the State Government whose signature is on record in the Treasury or Pay and Accounts Office.

One set of specimen signatures shall be sent to the Reserve Bank of India, Calcutta for Calcutta based offices and to the link Bank for others.

(iii) A Statement as in Annexure-A or Annexure-B (depending on applicability mentioned in the Annexures).

On fulfilment of the above requirements the Treasury Officer or Pay and Accounts Officer concerned shall open the Deposit Accounts.

Follow-up actions :

3. (a) With Seven days (7) from the date of opening of the Provident Fund Deposit Account, the amount shown under Annexure-A or Annexure-B shall be deposited in the Pay and Accounts Office, Calcutta or in Treasuries/Sub Treasuries, as the case may be, for credit to the said

Deposit Account under the head of account indicated under rule 5(2) (i) of Rules and as well as in para 2 of this Department Memo. No. 4271-F dated 10.4.84. The procedure for deposit shall be what are given hereunder.

(b) If the amount tendered for deposit, as mentioned above, be the full accumulated balance of Provident Fund Deposits of employees as it stood on the appointed date, then the particulars as required under Section 3(4) of the Act read with Rule 4 of the Rules, shall also be furnished at the time of the deposit or soon thereafter. Provided however, if the amount tendered for deposit, as mentioned above represents a part of the transferable balance as on the appointed date, the same shall be indicated under "Remarks" column of Annexure-A or Annexure-B, giving reasons for such on-account or part payment.

(c) Blank-cheque Books, Pass Books, T.R. Form No. 7, T.R. Form No. 48 and other connected papers shall be supplied by the Pay and Accounts Office/Treasury concerned and these shall be collected.

How to deposit money under Deposit Account :

4 (a) All deposits into the Provident Fund Deposit Account will be made by cheques drawn in favour of the Government of West Bengal.

(b) Such cheques along the challans in triplicate in T.R. Form No. 7 shall be presented at the counter of Reserve Bank of India, Calcutta for Provident Fund Deposit Accounts maintained at Pay and Accounts Office, Calcutta or at the counter of State Bank of India linked to Treasury for the "Deposit Account" maintained at the Treasury in other areas.

(c) (i) Complete particulars of the deposit shall be recorded as per columns shown in T.R. Form No.7 or T.R. Form No. 48. After the "Major head of account"—the suffix "Provident Fund Deposits of"—and the relevant sub-head out of (i) to (vi) shall be used e.g.

"K—Deposits and Advances
(a)Deposits bearing interests—
836—Civil Deposits

II—Other Deposits—Provident Fund Deposits of (i)* Employees of Universities—University of Calcutta".

(ii) At the head of the challan in T.R. Form No. 7 and at the back of the cheque following words shall be enfaced—
"For credit to the Provident Fund Deposit Account of.............(name of the University/College/Director of School Education/D.I. of Schools (Secondary)/D.I. of Schools (Primary)/Municipal Corporations/Municipalities/Town Committees/Dist. School Boards."

Deposit through Transfer Credit :

5. (a) Attention of all authorities of non-Government Educational Institutions and Local Authorities, covered under the Act, are drawn to the

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* Others should use the appropriate sub-head.

provisions under rule-6 of the Rules regarding preparation and drawing of pay-bills of employees under their jurisdictions.

(b) Where salary of the employees are drawn as grant-in-aid bills, competent authority authorising payment and releasing funds as grants-in-aid shall direct that the payment of the amount representing Provident Fund Deductions from the pay-bill of the employees, shall be made by transfer credit to the respective Deposit Account.

(c) The relevant bill for payment of the amount of "Provident Fund Deductions" shall be presented by the Drawing to Disbursing Officer concerned to the Treasury/Calcutta Pay and Accounts Office in T.R. Form No. 48 with challans in triplicate for transfer credit to the concerned Deposit Account.
The pay order shall be in the form —

Please pay by Transfer Credit to......................

(name of the Provident Fund Deposit Account)
or

Please pay Rupees...

(in cash/by cheque)

and pay balance by Transfer Credit to Provident Fund Deposit Account of (vide challans enclosed) of the..

Signature".

Withdrawals from Deposit Account :

6. (a) Withdrawals from the Provident Fund Deposit Accounts, shall be only for the purpose of payment of refundable or non-refundable advances to employees subscribing to Provident Fund on sanction by the competent authority.

(b) All withdrawals on account of Provident Fund of employees of non-Government Educational Institutions and Local Authorities shall be through cheques.

(c) The cheque shall be signed by the Administrator of the concerned Deposit Account i.e. the person operating the said Provident Fund Deposit Account.

(d) The signed cheque shall be presented to the Treasury Officer or Pay and Accounts Officer concerned. After usual verification of specimen signature of the operator and the standing balance of the Provident Fund Deposit Account, pay order enfaced on the cheque shall be passed either by the Treasury Officer/Sub-Treasury Officer or Pay and Accounts Officer/Additional Pay and Accounts Officer, Calcutta Pay and Accounts Office/Calcutta Pay and Accounts Office and Treasuries will issue such authority on the same day the cheques are presented to them.

(e) The cheque with the pay order as above, shall then be presented to the Bank linked with the Treasury/Pay and Accounts Office who shall make payment of the passed amount ; the cheque can also be encashed through any other scheduled Bank after usual clearing.

Pass Books for Deposit Account :

7. (a) A Pass Book will be supplied by the concerned Treasury or Pay and Accounts Office to the Administrator of Provident Fund Deposit Account for recording every credit into and withdrawal from the Deposit Account.

(b) All entries in the Pass Book shall be made by the Treasury Officer Sub-Treasury Officer or Pay and Accounts Officer Additional Pay and Accounts Officer, Calcutta Pay & Accounts Office.

(c) The Pass Book should be sent to the Treasury/Pay and Accounts Office, Calcutta, *once* every month. The Treasury and Accounts Office will verify the credits and withdrawals with reference to their own records and return the Pass Book within seven days from the date of receipt of the Pass Book at the Treasury/Pay and Accounts Officer.

Maintenance of Subscriber-wise Accounts :

8. (a) Subscriber-wise individual Accounts will be maintained by Universities, Colleges, Secondary and Higher Secondary Schools District Inspectors of Schools (Primary), District School Boards, Municipal Corporations, Municipalities and Town Committees.

(b) Director of School Education, District Inspector of Schools (Secondary) and all Treasury Officer and Calcutta Pay and Accounts Officer shall maintain *only* Institution-wise Accounts.

(c) For purpose of (a) & (b) above ledgers with adequate number of folios shall be maintained so as to accommodate every subscriber to Provident Fund Account wherein all deposits, withdrawals, advance repayment, interest credited to individual account shall be entered.

With the death, resignation, retirement, dismissal etc. of the subscriber, the folio for the individual account shall be closed with the proper attestation by the competent authority keeping the subscriber-wise account.

Subsidiary Cash Book to be maintained :

9. Subsidiary Cash Books showing therein credits into and withdrawals from the Deposit Account shall be maintained by the Administrators of Deposit Accounts in the form given in Annexure-C.

Transactions shown in Subsidiary Cash Book shall also be recorded in the main Books ofAccounts in lump or in a manner, as may be decided by the authority operating the Deposit Account.

Reconciliation :

10. Government Officials and non-Government Officials administering the Provident Fund Deposit Accounts will reconcile their figures with respective Treasury Office/Pay and Accounts Office monthly.

Respective organisations like Secondary, Higher Secondary Schools etc. shall reconcile their figures with respective Administrator/Operator of Provident Fund Deposit Account in the same manner.

Endorsement of Time Deposits etc. & Custody thereof :

11. (a) All authorities of Universities, Colleges, Higher Secondary Schools, District School Boards, Municipal Corporations, Municipalities and Town Committees shall endorse the time deposit receipts/certificates/instruments held by them in favour of the Government Officials indicated in sub-rule (3) of rule-4 of the Rules, in the manner detailed under rule 4(4) of the Rules.

(b) The authorities of Universities, Colleges, Higher Secondary and Secondary Schools, District School Boards, Municipal Corporations, Municipalities and Town Committees shall collect the principal amount with interest on maturity and also collect the periodical interest, if there be any, on the holdings and credit the same to the concerned Provident Fund Deposit Account under the appropriate head of account mentioned earlier.

(c) All authorities holding time deposits, National Savings Certificates/other instruments shall maintain a "Register of Time Deposits/Certificates etc." in the form given in Annexure-D.

Part-B. *For Treasury Officers, Pay & Accounts Officer.*

Opening of Deposit Account for Provident Fund Deposit :

1. (a) On applications from competent authorities of Universities, Arts, Science, Commerce, Teachers Training Colleges, Director of School Education, West Bengal, District Inspectors of Schools (Primary and Secondary), District Schools Boards, Municipal Corporations, Municipalities and Town Committees with particulars/papers i.e. attested specimen signature, letter of authority, a statement as in Annexture-A or B mentioned under para 2(b) of Part-A, the Treasury Officers or the Pay and Accounts Officer, Calcutta shall open Deposit Account for Provident Fund Deposits in his Treasury/Pay and Accounts Office for transactions under the Provident Fund Deposits of employees of non-Government Educational Institutions and local authorities covered by the Act.

No further approval from A.G.,W.B. :

No further approval from the Accountant-General, West Bengal will be required because this.Department Memo. No. 4271-F, dt. 10.4.84 authorising opening of Provident Fund Deposits Accounts was issued with his concurrence.

(b) The Treasury/Pay and Accounts Office shall accept the amount or amounts tendered with the application and open the Provident Fund Deposit Account if other requirements as indicated under para 2(a) and (b) of Part-A are fulfilled.

If however, the tendered amount is declared to be the full amount of standing balance as on the appointed day—then particulars required under Section 3(4) of the Act read with rule-4 of the Rules

may be demanded but this need not be a precondition for accepting the amount tendered. As clarified in Finance Department Memo.No. 520-5-F, dated 30.4.1983 interim payment may be accepted. The party may be asked to submit full particulars at the earliest convenience.

Arrangements for Service :

2. (a) Counters for transactions of buisness on account of Provident Fund Deposit Accounts shall be opened in Treasuries, Sub-Treasuries and Calcutta Pay and Accounts Office.

(b) Prompt service shall be given, authority for payment on cheques presented shall be issued on the same day they are presented.

(c) One set of specimen signatures of the Administrator/Operator of the Provident Fund Deposit Account shall be kept with the Counter Clerk, one set with the Accountant/Junior Accounts Officer and the third set with the concerned Additional Pay and Accounts Officer/Treasury Officer/Additional Treasury Officer.

(d) Requirement for attestation of specimen signature of the Administrator/Operator of the Provident Fund Deposit Account by an Officer of the State Government, whose signature is on record in the Treasury/Pay and Accounts Office shall be ensured.

(e) T.R. Form No. 7, T.R. Form No. 48, Pass Books, Blank Cheque Books, Bill Forms shall be supplied by the Treasury/Pay and Accounts Office.

Deposit Account for Provident Fund Deposits Register :

(f) A "Provident Fund Deposit Account" Register shall be maintained at the Treasury/Pay and Accounts Office, for recording transactions. This will be similar to what are now being maintained for P. L. Accounts. The Provident Fund Deposit Account Register shall be in form given in Annexure-E.

3. (a) The "Provident Fund Deposit Accounts" will be dinstinct from P.L. Accounts. This will be an exclusive account for booking of all transactions under the Provident Fund deposits of employees of non-Government Educational Institutions and Local Authorities. Withdrawal from the "Provident Fund Deposit Account" shall be only for payment of refundable or non-refundable advances to a subscriber on sanction from competent authority.

(b) As and when any credit to Provident Fund Deposit Account is reported through challan by the linked bank, particulars of the deposit will be recorded under dated signature of the Treasury Officer/Pay and Accounts Officer.

(c) As and when any cheque for withdrawal is presented, the Treasury Officer/Pay and Accounts Officer shall verify the signature and the balance at the credit in the Provident Fund Deposit Account and after being satisfied, shall pass the same for payment. Such pay orders shall be passed on the same day the cheques are presented.

He shall also under his dated signature record every particular of payment in the Provident Fund Deposit Account Register. The acutal date of payment shall be recorded when the encashed cheque is received along with the daily accounts from the bank.

Pass Books and Cheques :

4. (a) Relevant Pass Books for recording transactions under the Deposit Account should be submitted to the Treasury/Pay and Accounts Office at the end of *each month.* These should be duly filled in by the Treasury, Pay and Accounts Office and returned to the Administrator/Operator of the Provident Fund Deposit Account within seven days of receipt.

(b) In the event of the Administrator/Operator of the Provident Fund Deposit Account failing to present Pass Books for verification of accounts for consecutive three months, the Treasury Officer/Pay and Accounts Officer may at his discretion withhold payment till the production of Pass Book.

Loss of Pass Book/Cheque Book should be immediately reported to treasury/Pay and Accounts Office, Accountant-General, West Bengal, Treasury Buildings, Calcutta, Director of Treasuries & Accounts, West Bengal, 4. B. B. D. Bag (East), Calcutta-1, and Director of Pension, Provident Fund and Group Insurance, Purta Bhawan, 2nd Floor, Salt Lake, Calcutta 700 064.

A new Pass Book/Cheque Book will be issued by the Treasury/Pay and Accounts Officer after such enquiry as he may consider necessary.

(c) To distinguish the cheques under the Deposit Account for Provident Fund Deposits from other such Accounts and P.L. Accounts, following distinguishing words shall be enfaced on each folio of cheque books :

"Provident Fund Deposit Account" cheques shall remain vaild for 90 days from the date of pay order by Treasury/Pay and Accounts Officer.

Booking of transactions :

5. Transactions under the Deposit Accounts shall be shown under the— Major head —"K—Deposits and Advances

—(a)—Deposits bearing Interest.

—836—Civil Deposits

—II—Other Deposits

—"Provident Fund Deposits of

—Detailed heads from (i) to (vi)

or Disbursement to subscribers from the Provident Fund Deposits of [detailed sub-heads from (i) to (vi)].

Plus minus Statement :

6. (a) Along with monthly accounts to be rendered to Accountant-General, West Bengal by the Treasuries/Calcutta Pay and Accounts Office, a plus-minus (±) Memo in respect of each Deposit Account showing

therein University-wise/College-wise/District School Board-wise/Local Authority-wise/Director of School-wise/District Inspector of School (Secondary)-wise/District Inspector of School (Primary)-wise/will be prepared and rendered to Accountant-General, West Bengal with copies to Director of Treasuries and Accounts and Director of Pension, Provident Fund and Group Insurance (Annexure-F).

(b) A list of cheques encashed out of the Deposit Account will also be prepared and rendered to the Accountant-General, West Bengal.

Maintenance of Accounts :

7. Treasuries/Calcutta Pay and Accounts Office will maintain Institution-wise Accounts as below :

(i) University-wise

(ii) College-wise

(iii) *Secondary Schools-wise under*

(a) Director of School Education for sponsored Schools.

(b) District Inspectors of Schools (Secondary)

(iv) Primary School-wise under

(a) District School Board-wise

(b) District Inspector of Schools (Primary)-wise.

(v) Municipal Corporation-wise

(vi) Municipalities and Town (Committee)-wise.
For this purpose, Ledgers with adequate number of folios shall be opened.

8. Other formalities of treasury working not covered shall be what are being followed in respect of Deposit Accounts for Companies/Corporation and what are prescribed by Director of Treasuries and Accounts from time to time as detailed in Finance Department Memo. No 1450-F, dated 9.2.1984.

ANNEXURE—'A'*
[See Para 2(b) (iii) Part—A]

(To be enclosed with the application for Opening Deposit Account for Provident Fund Deposits)

Name of the Institution / Organisation	Full Address	Name of the Treasury / Sub-Treasury / Pay and Accounts Office where Deposit Account to be opend	Name and Designation of the Administrator / Operator of the Deposit Account	Number of subscribers to be covered by Deposit Account	Amount Deposited	REMARKS
1	2	3	4	5	6	7

Date :

Place :

Signature with seal of the person applying

*To be used by University / All Colleges / Municipal Corporations, Municipality, Town Committee.

ANNEXURE—'B'*
[See Para 2(b) (iii) Part—A]

Name of the Institution / Organisation	Full Address	Name of the Treasury / Sub-Treasury / Calcutta Pay and Accounts Office where Deposit Account to be opend	Name and Designation of the Administrator / Operator of the Deposit Account to be opened	Number of Institutions to be the served by Deposit Account	Amount to be Deposited	REMARKS
1	2	3	4	5	6	7

Date :
Place :

Signature with seal of the person applying

*To be used by Director of School Education, District Inspector of Schools (Primary & Secondary), District School Board.

ANNEXURE—'C'*
[See Para 9, Part—A]
(Subsidi ary Cash Book)

Office of the ....Month of ....

RECEIPTS				PAYMENTS			
Date	Challan No.	Particulars	Amount credited	Date	Voucher No. Cheque No.	Particulars	Amount paid
1	2	3	4	5	6	7	8
			Rs.				Rs.

Total Receipts—
Opening Balance—
Grand total—
Details of balance—

Total payments—
Balance in hand Rs. (in words)
Grand total

....
Cashier / Treasurer
Asstt.-in-charge of Cash

Signature of D. D. O. or
Officer-in-Charge

* To be maintained by each Administrator of P.F. Deposit Account

ANNEXURE—'D'

[See Para 11(d) Part—A]

Register of Time Deposits / National Savings Certificates / Other financial Instruments

Name of the Institution / Authority ....

Address ....

Sl. No.	Full description of the Instrument	No. of the Deposit Receipt / N.S.C. etc.	Date of maturity	Face Value	Rate of interest & periodicity thereof	Date upto which interest drawn	Interest Income due but not drawn	REMARKS
1	2	3	4	5	6	7	8	9

Date :
Place :

Signature with Seal

ANNEXURE—'E'

[See Para 2(f) Part—B]

*P. F. Deposit Account Register.**

Name of the Account ....(e.g. Deposit Account for P.F. Deposit of..........................University etc.)

DEPOSITS				PAYMENTS							
Date	Challan No. Bill No.	Amount Deposited	Signature of Treasury Officer / Pay and Accounts Officer	Cheque No. with date	Amount	gnature of Treasury Officer / Pay and Accounts Officer	Date of Payment	Date of encashment	Signature of Treasury Officer/Pay and Accounts Officer	Progressive balance	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

* To be maintained by Treasury / Pay and Accounts Officer.

Note: 1. As soon as any transfer of payment is made through a Bill, the T.O./Addl. T.O. /S.T.O. /P.A.O. Addl. P.A.O. shall under his dated signature record the amount deposited by Transfer—Credit against Column No. 3 and Progressive balance worked out.

2. As and when any cheque is authorised for payment, particulars of payment will be recorded simultaneously with enfacement on the cheque with the pay order.

The date of encashment of the cheque will be recorded as and when the cheque is returned by the Bank to Treasury.

** From changed with D. T. A. order No. 112 / S/ 786(52) D. T. A. dated 16.6.84.

ANNEXURE—'F'
[See Para 6(a) Part—B]
Plus—Minus Statement

For the month of ....

Organisation Institution	Deposit Rs.	Withdrawals Rs.	Progressive Balance Rs.
(i) Universities			
(ii) Colleges			
(iii) Secondary Schools— (a) Director of School Education (b) District Inspectors of Schools (Secondary)			
(iv) Primary Schools— (a) Under D. S. B. (b) D. I. of Schools (Primary)			
(v) Municipal Corporation			
(vi) Municipalities / Town Committees			

Signature of Treasury officer /
Pay and Accounts Officer with Seal.

GOVERNMENT OF WEST BENGAL

Finance Department

Audit Branch

No. 6066–F

Calcutta, the 23rd May, 1984.

NOTIFICATION

WHEREAS the West Bengal Non-Government Educational Institutions and Local Authorities (Control of Provident Fund of Employees) Act, 1983 (West Bengal Act XXXIX of 1983) (hereinafter referred to as the said Act) shall come into force on such date as the State Government may, by notification, appoint ;

AND WHEREAS different dates may be appointed for different non-Government educational institutions or local authorities ;

NOW, THEREFORE, in exercise of the power conferred by sub-section (3) of section 1 of the said Act, the Governor is pleased hereby to appoint the 1st day of June, 1984 as the date for the following non-Government educational institutions for the purposes of sub-section (3) of the said section :

All Higher Secondary Schools recognised as such under the West Bengal Council of Higher Secondary Education Act, 1975 (West Bengal Act XIII of 1975) and Secondary Schools recognised as such under the West Bengal Board of Secondary Education Act, 1963 (West Bengal Act V of 1963).

By order of the Governor,
Sd/- S. S. Chattopadhyay
Special Secretary to the
Government of West Bengal, Finance Department.

GOVERNMENT OF WEST BENGAL

Finance Department

Audit Branch

No.8278–F.

Calcutta, the 23rd July, 1984.

MEMORANDUM

It has been reported to Government that different Treasury Officers/Sub-Treasury Officers are insisting on production of resolutions y local Authorities and District School Boards at the time of opening of Provident Fund Deposit Accounts. While inviting attention of all concerned to the provisions made under sub-para (i) of para 2(b) of this Department Memo. No. 5341-F dated 5.5.84, it is clarified that such resolutions may only be insisted upon by Treasuries/Sub-treasuries, if the Provident Fund Deposit Account is proposed to be opened in the name of any person other than the President of District School Board and the Chairman of local body concerned, in other cases provisions of Finance Department Memo, dated 5.5.84 shall be followed.

Sd/- S. S. Chattopadhyay
Special Secretary to the Government of West Bengal.

GOVERNMENT OF WEST BENGAL

Finance Department *Audit Branch*

No.8436–F

Calcutta, the 16th September, 1985.

MEMORANDUM

Sub : Payment of interest on balances of Provident Fund of individual subscribers transferred to Government-procedure for claiming the amount by operators/administrators of Provident Fund Deposit Account.

The question of laying down suitable procedure for claiming of interest on the balances of provident fund standing at the credit of individual subscribers of non-Government educational institutions and local bodies transferred to Government has been under consideration of Govt. for some time past.

With the close of the financial year 1984-85 and with the announcement of rates of interest on provident fund balances during the same year, it has become necessary to make immediate arrangement for affording necessary credit of the amount of interest accrued on the balances at the credit of each individual subscriber during the said financial year at the prescribed rate.

In view of the urgency of the matter, the undersigned is directed by order of the Governor to say that pending amendment of rule 9 of the West Bengal Non-Government Educational Institutions and Local Authorities (Control of Provident Fund of Employees) Rules 1984, the Governor is pleased to order that the authorities administrators operating each Provident Fund Deposit Account of Institutions/Group of Institutions/Organisations opened in Treasuries/Calcutta Pay & Accounts Office shall, after arriving at the gross amount necessary for payment of interest on the balances of each individual subscriber included in the concerned Provident Fund Deposit Account under his control, at the prescribed rate during the year, prepare a bill for his said gross amount, for payment of interest to all subscribers under his control in a Simple receipt Bill Form in T.R. Form No. 48 and submit the same to the Calcutta Pay and Accounts Officer/Treasury/Sub-treasury Officer alongwith Challan in T.R. Form No 7 (in duplicate) for effecting transfer credit to his Provident Fund Deposit Account of the said amount under the head of account "836-Civil Deposit-II-Other Deposits-Provident Fund Deposit of......"

The amount on account of interest as mentioned above will be drawn out of the head "249-F-Interest payment-Interest and Other Obligations-Interest on Deposit-Interest on Provident Fund Deposits of.....". The relevant bills presented to Treasuries/Calcutta Pay & Accounts Office will be passed within the allotment of fund made for the pourpose. The payment of interest will be recorded under the above head and simultaneously the same amount will be credited to the Provident Fund Deposit Account of the respective authority in accordance with detailed head of accounts mentioned in challan.

Sd/- S. N. Ghosh
Special Secretary to the Government of West Bengal.

GOVERNMENT OF WEST BENGAL

Education Department

Budget Branch

No.296(5)–Edn.(B) Calcutta, the 7th October, 1985.

From : Shri P.K. Ganguly,
Deputy Secretary to the Govt. of West Bengal,

To : The Director of School Education, West Bengal
(Secondary Education)

Sub : *West Bengal Recognised Non-Government Educational Institutions Employees (Death-Cum-Retirement Benefit) Scheme, 1981.*

Ref : G.O. No. 136-Edn.(B) dated 15.5.85.

The undersigned is directed to say that in terms of the above G.O. the West Bengal Recognised Non-Government Educational Institutions' Employees (Death-Cum-Retirement Benefit) Scheme, 1981 has been introduced. The undersigned is now directed by order of the Governor to say that the Governor is pleased to authorise the Directors to proceed with the implementation of the above scheme by circulating it among the staff of the concerned institutions and by asking them to submit their option by 31.12.85.

With the introduction of the standardised D.C.R.B. scheme as aforesaid, the standard model G.P.F./C.P.F. rules require to be prescribed for adoption by the employees of the Non-Government Educational Institutions. As a transitional measure, pending farming of new G.P.F/C.P.F. rules, the Governor is pleased to direct that the existing rules in these regards shall be allowed to continue with the following modifications :

(a) **For those opting for Pension-cum-gratuity :**

(i) Employer's share of contribution to the C. P. Fund should be discontinued, if not already done, with effect from the date of option.

(ii) Existing rate of contribution to the P. F. subscription by the employees should continue.

(iii) Standing P. F. balances, as on 15.3.84 for employees of Primary Schools and the P. F. balances as on 1.6.84 for employees of Secondary Schools and P. F. subscription and loan realisation from subscribing employees and interest income on P. F. balances thereafter should be deposited in treasury in terms of the procedure laid down in Finance Department Memo No. 5341-F dated 5.5.84 read with G.O. No. 136-Edn.(B) dated 15.5.85.

(b) **For those opting for C.P.F.-Cum Gratuity**

(i) Rate of subscription should be 8.33% from 1.4.81.

(ii) All standing balances on C.P. Fund account as on 15.3.84 for employees of Primary Schools and on 1.6.84 for employees of Secondary Schools and P. F. subscription loan realisation from subscribing employees and interest income on P. F. balances thereafter should be deposited in treasury in terms of the procedure laid down in Finance Department Memo No. 5341-F dated 5.5.84 read with G.O. No.136-Edn.(B) dated 15.5.85.

(c) **For new entrants who joined services on or after 1.4.81 or will be joining thereafter :**

(i) G P.F. contribution shall be @ 6% of pay

(ii) C.P.F. contribution shall be @ 8.33% of pay

(iii) All standing balances as on 15.3.84 for employees of Primary Schools and on 1.6.84 for employees of Secondary Schools and P.F. subscrip-

tion, P. F. contribution (employees scheme), loan realisation from subscription and interest income on P. F. balances shall be deposited in treasury in terms of the procedure laid down in Finance Department Memo No. 5314-F dated 5.5.84 read with G.O. No. 136-Edn.(B) dated 15.5.85.

Regarding "Pension sanctioning authority" as laid down in para 5(j) of Chapter-II of Annexure-I of the G.O. No. 136-Edn.(B) dated 15.5.85 the Governor is pleased to direct that the Deputy Director of Secondary Education (G.A), West Bengal will act as "Pension sanctioning authority" in the case of the retired teaching and non-teaching staff of the aided/sponsored/non-Government Secondary Schools including Madrasahs(Senior, Junior and High) and that the District Inspector of Schools (Primary Education) will act as "Pension sanctioning authority" in respect of the retired employees of Primary/Jr. Basic Schools.

The Governor is further pleased to clarify "Audit Officer" mentioned in the above pension scheme, means "Director of Pension, Provident Fund and Group Insurance, West Bengal or any Officer authorised by him" with his office at Purta Bhavan, 2nd Floor, Salt Lake, Calcutta-700 064.

A Model form required under para 34 of Chatper IX of Annexure-I of the G.O. No. 136-Edn.(B) dated 15.5.85 is enclosed for information and necessary action.

This order issues with the concurrence of the Finance Department vide their U.O. No. Group J/1659 dated 9.8.85.

In compliance with the interim order passed by Hon'ble Mr. Justice U. C. Banerjee in a writ petition filed by West Bengal Headmasters' Association and other, it is stated that this order will not apply to the members of the West Bengal Headmasters' Association till further order of the said Hon'ble Court.

Sd/- Illegible
Deputy Secretary.

GOVERNMENT OF WEST BENGAL

Finance Department

Audit Branch

No.10005–F Calcutta, the 22nd November, 1985.

MEMORANDUM

Sub : Change of Provident Fund Nomination Form.

In forwarding a copy of Notification No. 10004-F dated 22.11.85 the undersigned is directed to say that those subscribers who have already submitted their nominations in old form on 1.4.85 and thereafter will be required to cancel those nominations and submit fresh nominations in the form introduced in the Notification mentioned above. All subscribers who have not yet submitted nominations on 1.4.85 or thereafter shall submit their nominations in the new form.

Heads of Departments/Offices should see that the instructions given in para 1 above is strictly observed.

Sd/- S. K. Chakraborti
Deputy Secretary to the
Government of West Bengal.

GOVERNMENT OF WEST BENGAL

Finance Department

Audit Branch

No.10004–F Calcutta, the 22nd November, 1985.

NOTIFICATION

In exercise of the power conferred by the proviso to Article 309 of the Constitution of India, the Governor is pleased to make, with effect from the 1st April, 1985, the following amendments in the General Provident Fund (West Bengal Services) Rules, as subsequently amended (hereinafter referred to as the said rules) :

Amendments

In the said rules—

(1) for sub-rule (3) of rule 8, *substitute* the following sub-rule :

"(3) Every nomination shall be made in the form set forth in the First Schedule."

(2) for the First Schedule, *substitute* the following Schedule :

'FIRST SCHEDULE'

[See Rule 8(3)]

FORM OF NOMINATION

(enclosed herewith)

By Order of the Governor,
Sd/- S. K. Sarkar
Secretary to the Governor of West Bengal

GOVERNMENT OF WEST BENGAL

Finance Department

Audit Branch

No.10319–F Calcutta, the 3rd December, 1985.

Sub : Elemination of delay in the disposal of Provident Fund Final payment cases.

Under the existing orders of the Govt. of West Bengal, while forwarding the Provident Fund final payment application of a subscriber the sanctioning authority is required to furnish a certificate stating the details of final withdrawals and temporary advances sanctioned to the subscriber from his/her Provident Fund Account during the 36 months and 18 months respectively immediately preceding the date of his/her retirement/death etc.

2. It has been reported by the Accountant-General, West Bengal that in most of the cases, the Drawing & Disbursing Officer and sanctioning authority being two different persons, the Drawing & Disbursing Officer after doing the needful at his end has to send the application to the sanctioning authority for onward transmission to office of Accountant-General, West Bengal after recording necessary certificates. The process consumes considerable time, particularly in cases where the D.D.O.s office is in a district and the office of the Head of Department is located in Calcutta or elsewhere. This also causes delay in authorising payment and involves payment of excess interest.

The Governor has, therefore, been pleased to decide that henceforth the Drawing & Disbursing Officer will furnish the requisite drawal/non-drawal certificates. In case, however, the subscriber is self-drawing officer, the certificate shall be continued to be furnished by the sanctioning authority. There may be cases where the subscriber retires or dies during the pendency of his/her application for final withdrawal/temporary advance with the sanctioning authority. In such cases, Drawing & Disbursing Officers shall intimate the contingency(retirement /death etc.) to the same. Even if the advance/withdrawal is sanctioned, the D.D.Os' shall take immediate action to get it cancelled under intimation to the office of Accountant-General, West Bengal instead of acting upon it.

Sd/- S. K. Chakraborti
Deputy Secretary to the
Government of West Bengal.

FIRST SCHEDULE

[See Rule 8 (3)]

FORM OF NOMINATION

Account No.., I, ..., hereby nominate the person(s) mentioned below who is / are member (s) / non-member (s) of my family as defined in rule 2 of the General Provident Fund (West Bengal Services) Rules, to receive the amount that may stand to my credit in the Fund as indicated below, in the event of my death before that amount has become payable or having become payable has not been paid.

Name and full address of the nominee(s)	Relation ship with subscriber	Age of the nominee(s)	Share payable to each nominee	Contingencies on the happening of which the nomination will become invalid	Name, Address & relationship of the person (s), if any, to whom the right of nominee shall pass in the event of his/her predeceasing the subscriber	If the nominee is not a members of the family as provided in rule 2, indicate the reasons
1	2	3	4	5	6	7

Dated this ....day of ....19...............at......................

Two witness to signature

Name and address *Signature* Signature of the subscriber

1.

2.

Name in Block Letters...

Designation ....

(reverse of the form)

Space for use by the Head of Office

Nomination by Shri / Smt. / Kumari ....

Designation ....

Date of receipt of nomination ....

....

Signature of Head of Office

Designation ....

Date ....

Instructions for the subscribers :—

(a) Your name may be filled in.

(b) Name of the fund may be completely suitably.

(c) Definition of term "family", as given in the General Provident Fund (West Bengal Services) Rules, is reproduced below :

Family means—

(i) in the case of male subscriber, the wife or wives and children of a subscriber and the widow or widows, and children of a deceased son of a subscriber. Provided that, if a subscriber proves that his wife has been judicially seperated from him or has ceased under the customary law of the community to which she belongs to be entitled to maintenance, she shall thenceforth be deemed to be no longer a member of the subscriber's family in matters to which these rules relate, unless the subscriber subsequently indicates by express notification in writing to the Account Officer that she shall continue to be so regarded ;

(ii) in the case of a female subscriber, the husband and children of a subscriber, and the widow or widows and children of a deceased son of subscriber. Provided that if a subscriber by notification in writing to the Accounts Officer expresses her desire to exclude her husband from her family, the husband shall thenceforth be deemed to be no longer a member of the subscriber's family in matters to which these rules relate, unless the subscriber subsequently cancels formally in writing her notification excluding him.

Note 1. "Children" means legitimate children.

Note 2. An adopted child shall be considered to be child when the Accounts Officer, or if any doubt arises in the mind of the Account Officer, the solicitor to the Government of West Bengal is satisfied that under the personal law of the subscriber, adoption is legally recognised as conferring the status of a natural child, but in this case only.

(d) **Col. 4—** If only one person is nominated the words"in full " should be written against the nominee. If more than one person is nominated, the share payable to each nominee over the whole amount of the Provident Fund shall be specified.

(e) **Col. 5—** Death of Nominee(s) should not be mentioned as contingency in this column.

(f) **Col. 6—** Do not mention your name.

(g) Draw a line across the blank space below east entry to prevent insertion of any name after you have signed .

Note : A nomination shall become invalid in case a subscriber, who had no family at the time of nomination, subsequently acquires a family.

GOVERNMENT OF WEST BENGAL

Finance Department *Audit Branch*

No.5224-F Calcutta, the 15th May, 1986.

MEMORANDUM

The undersigned is directed to say that there has been a practice in the Government

establishments in issuing Government orders with the description of "Subsituted for the order bearing same number and date" in order to rectify minor errors detected in the contents of such orders on a date subsequent to the actual date of the issue but before the execution of the same. The said inscriptions is made on top of the original order. A review of these system, particularly in respect of Government orders having the implication of withdrawal of money from Government account has been made .After careful consideration of all the aspects of the said system Government in the Finance Department have come to the conclusion that this practice is fraught with risk of double drawals of Government money and as such this system shuld be dispensed with. And in place of the said system in the event of any contingency requiring rectification of any errors in a Government orders detected on a date subsequent to he original date of the issue of such order, a fresh order shall be issued in supersession / cancellation of the earlier one.

Sd/ K.K. Bagchi
Joint Secretary to the
Government of West Bengal.

DIRECTORATE OF SCHOOL EDUCATION

Grant-in-aid Section

No. 1087 (17) GA — Dated, Calcutta, the 5th June, 1986.

From : The Director of School Education , West Bengal.

To : *The District Inspector of Schools (S.E.), 24 -Paraganas (North).

Sub : *Release of Govt. S. Share to the contributory P.F. scheme of the teaching and non-teaching employees of the recognised Non-Govt. and Govt. Sponsd. Secondary Schools (Jr.High , and Higher Secondary) excluding Madrasah covered by the salary deficit Grant-in-aid Scheme with effect from 1.4.81.*

Ref. : Govt. order No. 136-Edn (B) dt. 15.5.85

Reports are received from different districts that the time of releasing Grant-in-aid towards payment of salaries to the approved teaching and non-teaching staff or Secondary Schools including Madrasah covered by the salary deficit Grant-in-aid Scheme, almost all the D.I./ Schools (S.E.) have been releasing grant-in-aid since 1.4.81 including Govt. A Share of contribution towards provident fund in favour of all category of teaching and Non-teaching employees inspite of the wide circulation of the Govt. Order No. 136-Edn(B) date 15.5.85. With the introduction of the Revised Retirement Benefit W. B. F. 1.4.81 the following retirement benefits shall be admissible under the Scheme.

Either, pension (including family Pension-cum Gratuity) or contributory Provident Fund-cum-Gratuity.

The teaching and Non-Teaching emplopyees have been allowed to exercise option in the following manner in terms of G.O. 136-Edn (B) dated 15.5.85.

(1) The existing Rules (Pension -Cum-Contributory Provident Fund @ 6% only for those who were appointed before 1.4.86.

(2) Pension including Family Pension-Cum-Gratuity.

(3) Contributory Provident Fund Cum-Gratuity @ 8.33%.

So under the circumstances if Government's share to contributory provident

funds in favour of all teaching and non-teaching employees are released, a huge amount, which shall not be due to the employees shall be deposited to the General Fund of the School for years together and difficulties must arise against the adjustment of such huge amount. Besides, such undue release is bound to influence upon the total Education Budget.

So to check the under payment, he is requested to obtain a statement rather declaration from the Secretary of each of the Secondary Schools including Madrasahs covered by the salary deficit Grant-in-aid Scheme about the nature of option exercised by each of the teaching and non-teaching Staff and where the Government's share of contribution towards provident Fund is required, the admissible rate mentioned above should strictly be followed.

In this connection, it may be mentioned that the excess amount already released in violation of the above norms should be adjusted in releasing future Grant-in-aid to the School.

Sd/- P. K. Guha
for Director of Schools Education. (West Bengal).

Memo No. GA/49 (2000) Dated, the 17.6.1986

Copy forwarded to the Secretary/Administrator/D.D.O.

Dist. 24 - Parganas,(North) with the request to please submit to this office positively by the 30th June, 1986 a statement (in duplicate) showing (1) the nature of option exercised by each of the teaching and Non-teaching Staff (ii) the amount of Govt's share of contribution towards Provident Fund which has already been paid or is required (the admissible rate as mentioned above should be strictly and (iii) the amount already paid as Govt's share of contribution those who are not entitled to the same as per Revise Retirement Benefits reduced W.E.F. 1.4.81. This statement is required for necessary adjustment from the Grant-in- aid already released on adhoc basis and to be released in future on receipt of the copy of acquittance Roll in the given proforma by the 10th of each month.

The amount thus paid to the incumbents/deposited to the P.F. A/Cs of the respective incumbents as noted against (iii) above, should be withdrawn from their P.F. A/Cs, if necessary and be adjusted against addl. D.A. due if any, or from the salary for the month of June, 1986 and payment of such in admissibly Govt. share of P.F. should be stopped right from the month of June, 1986 so that the said under payment of Govt's share of P.F. to those who are not at all entitled to the same may not affect the total Education Budget adversely.

Further, with a view to tiding over the above avoidable financial constraints his/her dind co-operation in the matter is earnestly solicited.

District Inspector of Schools,
(S.E.) North 24-Parganas.

GOVERNMENT OF WEST BENGAL
FINANCE DEPARTMENT
Audit Branch

No. 8175-F Calcutta, the 14th August, 1986

MEMORANDUM

Sub : *Date of deposit of Provident Fund money of employees of Non-*

Government Educational Institutions and Local Authorities for the purpose of interest calculation.

It has been observed that administrators/operators of Provident Fund Deposit Accounts of Non-Government Educational Institutions and Local Authorities under the purview of the West Bengal Non- Government Educational Institutions and Local Authorities (Control of Provident Fund of Employees') Act, 1983 and rules made thereunder, tender to the treasury the Provident Fund money of their employees, either in cash or in cheque, on different dates for crediting the same to their respective Provident Fund Deposit Accounts. For the purpose of interest calculation on the balances for the month concerned, it has become necessary to prescribe a date upto which such money tendered to the treasury lonked Banks, will be taken into account for the purpose of computation of monthly balances for calculation of interest admissible thereon for the said month.

Having due regard to the banking nature of the Provident Fund Deposit Accounts and the procedure followed in scheduled Banks in this regard, the undersigned is directed by the order of the Governor to say that the Governor is pleased to order that all Provident Fund money in cash or cheque or both tendered to the Treasury Lonked Banks upto the 10th of every month will be taken as "Deposit" for computing the lowest balance for the month for the purpose of interest calculation for the said month. Any deposit made after 10th of the month shall be ignored for the purpose of interest calculation for the said month concerned.

It is further ordered that notwithstanding the date of deposit being fixed on the 10th of the month all withdrawals upto the last day of the said month will be taken into account in arriving at the monthly lowest balances for the purpose of interest calculation for the month concerned.

Sd/- S.N. Ghosh
Special Secretary to the Government of West Bengal.

GOVERNMENT OF WEST BENGAL
FINANCE DEPARTMENT
Audit Branch

No. 10765- F

Calcutta, the 22nd October, 1986.

In terms of Section—6 of the West Bengal Non-Government Educational Institutions and Local Authorities (Control of Provident Fund of Employees) Act, 1983, employees of Non-Government Educational Institutions and Local Authorities whose provident deposits have been transfered to Government, shall be entitled to interest on the balances standing at their credits at the rate as has been prescribed for State Government employees subscribing to provident funds.

Accordingly, the undersigned is directed to say that the Governor has been pleased to order that the rate of interest on the balances at Non-Government Educational Institutions and Local Authorities transferred to the Government, shall be at the rate of 12 % (Twelve per cent) per annum during the financial year beginning on 1.4.86, under the same terms and conditions as have been allowed to State Government employees subscribing to Provident Funds in Finance Department Resolution No. 10443-F dated 4.10.86, a copy of which is enclosed for information and necessary action.

S/d -S.N.Ghosh
Special Secretary to the Government of West Bengal.

GOVERNMENT OF WEST BENGAL

Education Department

Budget Branch

No. 244(5)-Edn(B) Dated Calcutta, the 1st October, 1986

From : Shri P.K. Ganguly, IAS,
Deputy Secretary to the Government of West Bengal

To : The Director of School Education, West Bengal (Secondary)

Sub : *West Bengal Recognised Non-Government Educational Institution Employees (Death-Cum-Retirement Benefit) Scheme,1981*

In partial modification of para (c)(i) of the G.O.No. 296(5)- Edn(B) dated 7th October, 1985, the undersigned is directed by order of the Governor to say that the Governor is pleased to direct that "For new entrants who joined services on or after 1st April, 1981 or will be joining thereafter, minimum General Provident Fund contribution shall be 6% of pay".

This order issues with the concurrence of the Finance Department vide their U. O. No. Group/3063 dated 20th September,1986.

All concerned have been informed.

Sd/- Illegible
Deputy Secretary to the Government of West Bengal .

GOVERNMENT OF WEST BENGAL

Education Department

Budget Branch

No. 310(5)Edn.(B) / IM – 4/84 Dated Calcutta, the 23rd December, 1986.

From : Joint Secretary to the Government of West Bengal.

Sub : *West Bengal Recognised Non-Government Educational Institution Employees (Death-Cum-Retirement Benefit) Scheme, 1981.*

In partial modification of para (a) (ii) of the Government order No.296(5) Edn(B) dated 7.10.85, the undersigned is directed by order of the Governor to say that the Governor is pleased to direct that "For these opting for pension-cum-gratuity, minimum rate of contribution to the Provident Fund shall be 6 % of pay".

This order issues with the concurrence of the Finance Department vide their U. O. No. Group J/3775 dated 22.12.86.

All concerned have been informed.

Sd/-Illegible (Joint Secretary)

GOVERNMENT OF WEST BENGAL

Finance Department

Audit Branch

No. 10808- F Calcutta. the 19th September, 1987.

Resolution

The Governor is pleased to decide that during the year 1987-88 the rate of interest on balances at the credit of the subscribers to the General Provident Fund

and other similar Funds under the administrtive control of the Government of West Bengal shall be 12 % (twelve percent) per annum . This rate will be in force during the financial year beginning on 1.4.87.*

The Funds concerned are—

(1) The General Provident Fund(West Bengal Services)

(2) The contributory Provident Fund (West Bengal)

(3) Special Provident Fund on Bonus on contributory terms.

2. Ordered that the resolution be forwarded to all the Departments of the Government of West Bengal, and published in the Calcutta Gazette.

By order of the Governor
Sd/- S. K. Chakraborty
Deputy Secretary to the
Government of West Bengal

GOVERNMENT OF WEST BENGAL
FINANCE DEPARTMENT

Audit Branch

No.771-F

Dated, Calcutta, the 28th Jan,1988.

MEMORANDUM

Sub : *Interest calculation in terms of Rule 9 of West Bengal Non. Govt. Educational Institutions and Local Authorities (Control of Provident Fund of Employees) Rules, 1984.*

A question has been raised whether in terms of Rule 9 of the West Bengal Non-Government Educational Institutions and Local Authorities (Control of Provident Fund of Employees) Rules 1984,the interest calculations will be made from the actual date of receipt of interest allotment by the Treasuries or from the date of allowable interests.

The undersigned is directed to say that the interest calculation will have to be made with reference to the actual date of receipt of interest allotment by the Treasuries and not with reference to any other date.

Sd/- S.K.Chakraborty
Deputy Secretary to the Government of
West Bengal.

GOVERNMENT OF WEST BENGAL
Office of the District Inspector of Schools(S.E.)

Memo No. 1840(5000)/G/SE

Dated 14.7.88

From : The District Inspector of Schools (SE), Nadia,

To : The Secretary/Headmaster,
Jugalkishore S.S. Sikshaniketan Jr. High
P.O. Aranghata, Dist. Nadia.

Sub : *Deduction of P.F.*

Those who are petitioners and party to C.R. No.......(W) of 1986, West Bengal Headmaster's Association & Ors-Vs-State of West Bengal & Ors, in the Hon'ble High Court, Calcutta are requested to submit individual declaration through their respective employer/Headmaster (where there is no employer) to the effect to the

Asstt. Inspector of Schools (SE) of the Sub-Division concerned by name for further action from this end.

It may further be noted that most of the teacher and non-teaching staff of the school in the district did not furnish the statement showing exercising option as called for earlier. Necessary action may please be taken at an early date.

Sd/- Illegible
District Inspector of Schools(SE)

GOVERNMENT OF WEST BENGAL
DIRECTORATE OF SCHOOL EDUCATION
Grant-in-aid Section

Office Memo No. 2039-GA/4G-1125/85 Calcutta, the 10/20th August, 1988.

In partial modification of this office circular No. 513-Sc/Pen dt. 16.9.87, it is observed as follows :

A question as to exact date of retirement of approved employees of recognised educational Institution in the state has arisen. The exact date of retirement of approved employees in educational Institution in the State shall be determined on the basis of what are being stated below:

(1) If exact date, month and year of birth are known afternoon of the last date of the month shall be the date of retirement (except if it is the first day of the month).

(2) If only the month and year of birth are known 16th of the concerned month shall be taken as the date of birth. In this case, date of retirement will be the last date of the concerned month and year.

(3) For those whose year of birth is only recorded first day of July of the concerned year shall be taken as the date of birth.

This is for guidance of all concerned.

Sd/- S. Ghosh
Director of School Education,
West Bengal.

GOVERNMENT OF WEST BENGAL
Directorate of School Education
Grant-in aid Section

No. $\frac{2404-S}{4G-570/85}$ Dated the 20.9.88.

From : The Director of School Education, W. Bengal.

To : The Secretary,
Bhagabati Devi Balika Vidyalaya(Govt. Sponsored)

Sub : Prayer of Sm. S. Bhattacharya, Headmistress of the school regarding her deduction of P.F. Money at the rate of 20% of her pay.

With reference to the subject mentioned above, the undersigned has to state that in terms of G.O. No. 310(5)-Edn.(B) dt. 23.12.86 minimum rate of contribution to P.F. shall be 6% of pay for those who opted for pension-cum-gratuity. No maximum

limit of P.F. deduction has been prescribed by the Govt. Hence, Sm. Bhattacharya may be allowed to contribute 20% of her pay to P.F. as requested by her.

Sd/- J. Dutta
for Director of School Education
West Bengal.

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. 101—F Calcutta, the 3rd January, 1989.

MEMORANDUM

In partial modification of this Department Memo. No. 771-F dated 28.1.88, the undersigned directed to say that interest on Provident Fund Deposits may be paid from the date of deposit of Principal amount to Provident Fund Deposit Account maintained in the Treasury. "Interest" will include the following items —

(i) Interest on deposit for the preceding year ;

(ii) Interest on deposit of arrears for the previous year : and

(iii) Interest on interest on the amount indicated at (ii) above from the date of allowable interest.

2. The undersigned is also to say that interest upto the last financial year (i.e. 1987-88), if pending for payment, may be paid by the Director, Pension, Provident Fund & Group Insurance after usual verification at that end. All cases received in the Directorate Office up to 30.9.88 will be disposed of by that Office.

3. For administrative convenience, it is further clarified that interest which will be due from the current financial year (i.e. 1988-89), is to be calculated by the following agencies :—

(i) For Non-Govt. Educational Institutions viz., Primary and Secondary Schools, Colleges and Universities—Director of Accounts (Education) ;

(ii) For Municipalities and Local Bodies—tor of Local Bodies.

4. Officers of the Education (Accounts Directorate) for Educational Institutions and Officers of Director of Local Bodies for Local Bodies, may be given the responsibility of checking the accounts relating to yearly interest payment. The head of the institution should prepare a bill in a simple receipt bill form in T.R. Form No. 48 duly countersigned by the Group 'A' Officers of the Education (Accounts Directorate) and Director of Local Bodies respectively and submit the same to the Pay and Accounts Officer/Treasury Officer, for effecting transfer credit to Provident Fund Deposit Accounts from Head "2049-Interest Payments-60-Interest on Other Obligations-101-Interest on deposits-2. Interest on Provident Fund Deposits of-(iii) Employees of Non-Govt. grant-in-aids-Sponsored Secondary Schools (Charged)". This exercise should be completed by 30th April of the year. This will be in consonance with Finance Deptt. Memo No. 4271-F dated 10.4.84, Para 3(iv).

5. Above procedure in necessary, since Provident Fund Deposit Accounts are purely Banking Accounts for the purpose of transaction under Provident Fund Deposits of Non-Govt. Educational Institutions and Local Authorities.

6. Cases where interest claims have already been settled will not, however, be re-opened.

Sd/- S. K. Chakraborti
Deputy Secretary to the
Government of West Bengal.

GOVERNMENT OF WEST BENGAL

Finance Department

Audit Branch

No.11315-F Dated: Calcutta, the 3rd October, 1989.

MEMORANDUM

Sub : Interest on P.F. Deposits in respects of Non-Govt. Educational Institution and Local Authorities.

In partial modification of Para 3(i) of this Department Memo No.101-F dt. 3.1.1989, the undersigned is directed to say that the calculation of interest on Provident Fund deposits for Non-Govt. Educational Institutions up to the current Financial Year (i.e.1989-1990) will be made by the Director of Pension. Porvident Fund and Group Insurance, West Bengal.

Sd/- S. K. Chakrabarti
Deputy Secretary to the
Government of West Bengal.

GOVERNMENT OF WEST BENGAL

Education Department

Budget Branch

No. $\frac{286(5)-\text{Edn (B)}}{\text{1M}-4/84\text{ Pt II}}$ Dated Calcutta, the 18th October, 1989.

From : Shri A. K. Samanta
Assistant Secretary to the Govt. of West Bengal.

Sub : Revision of the structure of classification of transactions in Govt. accounts from 1.4.87.

In modification of G.O. No. 183(5)-Edn(B) dated 3.7.87 on the subject noted above, the undersigned is directed by order of the Governor to say that the appropriate head of account for crediting the employer's share of contribution in respect of the Contributory Provident Fund of the teaching and non-teaching employees of the Educational Institutions opting for pension on superannuation should be "0071-Contribution and Recoveries towards pension and other Retirement Benefit-00-800-other Receipts-other Items" in the State Budget.

This order issues with the concurrence of the Finance Department Vide their U.O. No. 2361 dated 5.9.89 Group 'J'.

All concerned have been informed.

Sd/- A. K. Samanta
Assistant Secretary.

27 THE WEST BENGAL MADRASAH EDUCATION BOARD

EDUCATION DEPARTMENT

NO.211-Education (M) /5M-5/72 2nd February, 1973

Resolution

1. The question of reconstitution of the West Bengal Madrasah Education Board and rationalisation its duties and functions has been engaging the attention of the Government for some time past.

2. The Governor has, accordingly been pleased to resolve that the "West Bengal Madrasah Education Board " be constituted with the following members :

(1) The President of the Board—to be nominated by the West Bengal Government.

(2) The Director of Public Institution, West Bengal Member *(Ex- Officio)* ;

(3) The Principal,Calcutta Madrasah—Member *(Ex-Officio)*

(4) The head of the Department of Arabic, Calcutta University— Member *(Ex-officio)* ;

(5 to 7) Three M.L.A.'s specially interested in Madrasah Education —To be nominated by the West Bengal Government—Members ;

(8) One Representative from the West Bengal Board of Secondary Education—To be nominated by the West Bengal Board of Secondary Education—Member.

(9 to 10) Two Educationalists, specially interested in Madrasah Education—To be nominated by the West Bengal Government— Members.

(11 to 12) Two Members of the Teaching Staff of High Madrasahs—To be nominated by the West Bengal Government—Members.

(13 to 14) Two Members of the Teaching staff of recognised Senior Madrasahs—To be nominated by the West Bengal Government—Members.

(15) One Teacher from recognised Junior High Madrasah—to be nominated by the West Bengal Government—Member.

3. The Board shall have a non-Member Secretary—to be appointed by the State Government.

4. The members of the Board will hold office for a period of three years and the Board shall normally meet at least thrice a year.

5. Subject to any general or special orders of the State Government, the duties and functions of the West Bengal Madrasah Education Board shall be *inter-alia* as follows :

(1) to guide, control and develop Madrasah Education in this State ;

(2) to maintain a register of all types of recognised Madrasahs

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The West Bengal Madrasah Education Board is a Statutory Body for the it spread of Madrasah Education in the state under the initiative of the Education Department, Government of West Bengal, in the preamble, the aim, purpose scope and limitation of the Board has been clearly dictated by the Government.

(3) to grant recognition to and withdraw such recognition from Madrasahs (except Higher Secondary Madrasahs) subject to the approval of the State Government ;

(4) to sanction the appointment of teachers and members of the staff of the Madrasah (except Higher Secondary Madrasah) subject to the approval of the State Government ;

(5) to prescribe the syllabus and the books to be studied in the recognised Madrasah (except Higher Secondary Madrasahs) and for examinations instituted by the West Bengal Madrasah Education Board ;

(6) to institute Junior Madrasah, High Madrasah, Alim, Fazil, Mumtozul (Title), Mohadeethin and Mumtazul Fokaha (Title) Madrasah and such other examinations as it may be fit and to make regulations ;

(7) to make and publish Text Books and other books for use in the recognised Madrasahs (except Higher Secondary Madrasah), with the approval of the State Government ;

(8) to make regulations regarding the conditions to be fulfilled by the candidates representing themselves for examinations instituted by the [W.B.M.E.] Board ;

(9) to publish the result of all examinations instituted by the [W.B.M.E.] Board and to award diplomas, certificates, prizes and scholarships in respect thereof ;

(10) to provide by regulations, the rates of remunerations to be paid to Paper-setters, Moderators. Tabulators, Examiners, Invigilators, Supervisors and others employed in connection with examination instituted by the [W.B.M.E.] Board and the fees to be paid by the candidates.

(11) to frame the rules for the constittution and re-constitution of Managing Committees for Madrasah within its jurisdiction ;

(12) to approve of the constitution and re-constitution of Managing Commitees of Madrasah with prerogatives to set aside and elections to any Managing Committee of Madrasah under its jurisdiction and to appoint an Ad-hoc Committee or an administrator ;

(13) to direct Managing Committees of Madrasah to seek the approval of the [W.B.M.E.] Board before they suspend or dismiss any member of the staff of a Madrasah ;

(14) to grant permission for co-education in Madrasahs ;

(15) to make rules for the recognition and extension of recognition of Madrasahs ;

(16) the [W.B.M.E.] Board may frame rules and regulations for conduct of its business with approval of the West Bengal Government ;

(17) the [W.B.M.E.] Board constitute one or more Sub-Committees to consider such matters as may be trusted to them by the Board. The Sub-Committees so constituted shall submit recommendations to the Board for consideration and necessary actions.

6. The [W.B.M.E.] Board shall submit to the State Government such reports, returns and statements as may be called for and such information or further information on any matter as the State Government may require.

7. The State Government may by order in writing specifying the reasons thereof suspend the execution of any resolution or order of the Board and prohibit the doing of any act which purports to be done under this Resolution if the State Government is

of the opinion that such resolution, order or act is in excess of the powers conferred by or under this Resolution.

8. The meeting of the Board should be held in its office premises for which suitable accommodation should be secured with the approval of the State Government. Necessary funds for the accommodation of the West Bengal Madrasah Education Board will be provided by the State Government.

ORDER

1. Ordered that the Resolution be published in the *Calcutta Gazette* and that copies be forwarded to the (i) Director of Public Instruction, West Bengal ; (ii) Deputy Director of Public Instruction (Secondary Education), West Bengal ; (iii) Deputy Director of Public Instruction (Primary Education), West Bengal ; (iv) Secretary, West Bengal Board of Secondary Education ; (v) Principal, Calcutta Madrasah ; (vi) Registrar, Calcutta University ; (vii) Information and Public Relations Departments of this Government.

2. The director of Public Instruction, West Bengal, shall take immediate steps for constitution of the West Bengal Madrasah Education Board, in terms of this Resolution.*

By Order of the Government
Sd/ Ilegible .
Jt. Secretary, Education Department

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
SECONDARY BRANCH

No : 508-Education /(S)/SP/33/66 pt. Date 12th Feb. 1968.

From : Shri J.C. Talapatra.
Deputy Secretary to the Govt. of West Bengal.

To : The Accountant General, West Bengal,
Treasury Buildings, Calcutta.

Sub : *Revised scale of pay of classical teachers and Assistant Maulavis of the Calcutta Madrasah.*

Sir,

I am directed to refer to your letter No. Edn. 11/127 dated the 28th August, 1967 on the subject mentioned above, and to say that in clarification of para-I of Govt. No. 16-Edn. (S) dated the 4th January, 1967 (Substituted), the Governor is pleased to direct that the Assistant Maulavis and Varnacular Teachers of the Arabic Department, Calcutta Madrasah, who are entitled to the revised scale of pay of Rs. 225-10-325-15-475/- (efficiency ber after 10th stage) should possess the following qualifications :

1. First or Second Class Master's degree of Honours degree in Arabic or Islamic Studies (including Persian) of a recognised University with five year's teaching experience in a recognised Senior Madrasah (teaching upto Fazil) in West Bengal :

OR

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*The West Bengal Madrasah Education Board is constituted under this resolution vide Govt. notification No. 763 (Edn) M/5M-5/7273, dated 6.4.1973. Further information regarding Madrasah Education may be obtained from the Principal, Calcutta Madrasah, 21 Wellesly Square, Calcutta - 16

The highest degree from any Madrasah of wide reputation and renown or its equivlent qualification.

2. The following Madrasahs are treated as Marashas or wide reputation and renown :

(i) Calcutta Madrasah under the West Bengal Madrasah Education Board ;

(ii) Darul Hadis, Badarpore Assam under the State Madrasah Board, Assam.

(iii) Darul Uloom, Deoband, Saharunpur, U.P.

(iv) Mazahirul Uloom, Saharunpur, U.P.

(v) Darul Uloom Nadawatul Ulama, Lucknow, U.P.

(vi) Madrasah Islamia Shamsul Huda, Patna, Bihar.

(vii) Jamia Islamia Dabhil, Surat.

3. Fakhrul Muhaddethin, Mumtazul Muhaddethin and Mumtazul Faqaha are the highest degrees of the Calcutta Madrasah. Mumtazul Muhaddethin is the highest degree awarded by the State Madrasah Board, Assam and Fazil is the highest degree of other Madrasaha mentioned against serial nos. (iii) to (vii) in para above.

4. In clarificaton of para 2 of the Govt. order referred to above I am to state that—

(a) the possession of a Matriculation or equivalent certificate is essential in the case of an Asstt. Maulavi of a Govt. Secondary School who possesses Bengal Final Madrasah or equivalent certificate.

(b) Fakhrul Muhaddethin, Mumtazul Muhaddethin and Mumtazul Faqaha of the Calcutta Madrasah are considered as titles in classical subject and Arabic and Persian are treated as classical subjects in a Secondary School.

(c) Fakhrul Muhaddethin, Mumtazul Muhaddethin and Mumtazul Faqaha degree are obtained on passing the Bengal Final Madrasah or Fazil examinaiton, Fakhrul Muhaddethin and Bengal Final Madrasah degree are not, however, awarded now.

(d) Fazil certificate of the Calcutta Madrasah in equivalent to Bengal Final Madrasah certificate.

Yours Faithfully

Sd/- J.C. Talapatra, (Deputy Secretary).

GOVERNMENT OF WEST BENGAL
OFFICE OF THE SECRETARY
WEST BENGAL MADRASAH EDUCATION BOARD

Circular No. 9/74 Dated the 3rd December, 1974.

From : The Secretary,
West Bengal Madrasah Education Board.

To : The Headmaster/Superintendent /Secretary

Re : Procedure regarding suspension or dismissal of the Teachers and other employees of Recognised Madrasahs.

The Secretaries to Managing Committee of all recognised Madrasah are hereby informed that the following procedure should be adopted in all cases of suspension or dismissal of Teachers and other employees of their Madrasah.

1. A Charge sheet should be drawn up against the teacher concerned incorporat-

ing therein all the charges against him in detail. The charge sheet should be handed over to the teachers concerned and he should be asked to submit his explanation in writing to all the charges within a specified date.

2. All relevant papers including the charge sheet, explanation of Teachers and the reasons for which the committee decided in favour of taking disciplinary action, are to be submitted to the Secretary, West Bengal Madrasah Education Board for Final decision.

It should be noted that no resolution of the Managing Committee regarding suspension or dismissal of a teacher should be given effect unless it is approved by West Bengal Madrasah Education Board.

Dr. M. Rahman
Secretary,
West Bengal Madrasah Education Board.

WEST BENGAL MADRASAH EDUCATION BOARD

Circular No. 1/75 Dated, the 29th June, 1975.

To : The Heads of all Madrasahs in West Bengal.

Sub. : Rules for constitution and Re-Constitution of the Managing Committee of the Madrasah according to the rules published in the State Govt. Notification No. 1598 Edn. (S) dated 15th July, 1969 and amendments made thereto in the State Govt. Notification No. 41 Edn. (S)/8B-12/72 dated 8th January, 1974, which have been adopted by West Bengal Madrasah Education Board with the following modification :

Modification :

(a) Rule 4 (i)Read "the Secretary, W.B. Madrasah Education Board for 'the District Inspector/Inspectress of Schools concerned' after shall be referred to".

(b) Rule 5(iv) Add "or a Fazil" after " a Graduate " in the Second line.

(c) Rule 6 Add " Madrasah " interested in the fourth line.

(d) Rule 10 Add "Provided that no member of the teaching staff other than the Head of the Institution shall be eligible for election to the office of the President, Vice-President or Secretary.

(e) Rule 28 (1) Read after " Board " for " District " in the second line.

(f) Rule (1) Read "Board" for "District" in all place where such occurs.

The undersigned is to inform you that following particulars should be submitted while seeking approval of all constitution or reconstitution of the Managing Committee of the Madrasahas :

1. A copy of the list of Guardians with full address incorporating therein the names of their wards, class in which they are reading, date of admission in the Madrasah, remarks, if any.

2. A copy of the list of ounders of the madrasah and the reason for treating them as founders with attested copies of documentary evidence, if any.

3. A copy of the list of Donors who have paid at least Rs. 500/- cash or kind to the Madrasah and who have been recognised as such by the D.I. of Schools concerned.

4. A copy of the list of persons interested in Madrasah Education of the locality

who have been at least Graduate or Fazil and recognised as such by the D.I. of Schools concerned.

5. A copy of the list of Registered Medical Practitioners if any.

N.B. : Elegible voters shall elect from among themselves to the Committee not more than Fourteen members :

(i) Gurdian : (i) four in case of Senior and High Madrasahs and (ii) three in case of Junior High Madrasah and two in case of 2-class Junior High Madrasahs.

(ii) Donor—one.

(iii) Founder—one.

(iv) Persons intersted in Madrasah Education—Two.

(v) Registered Medical practitioner—one.

The members of the teaching staff shall elect three in case of High and Senior Madrasah and two in case of Junior High and one in case of Junior Madrasah among themselves to the Committee. The Headmaster shall be an *ex-officio* member and one shall be nominated by Education Directorate.

6. A copy of the Programme for holding election.

7. Detailed report of the person conducting election.

8. Detailed report of the Headmaster of the Madrasah on the constitution and reconstitution of the Managing Committee and certificates to the effect that the persons whose names are included in the voters' lists have legibility to contest the election and that the election was held accordingly.

9. A copy of the list of the elected members with their occupation and category.

10. Report of the Headmaster regarding the election of the Teachers' Representatives.

N.B.—The Managing Committee of every madrasah shall be constituted or reconstituted in accordance with the subject noted above within six months form the date of the publication of this circular.

Sd/- M. Rahman,
Secretary,
West Bengal Madrasah Education Board

GOVERNMENT OF WEST BENGAL
HOME DEPARTMENT
POLITICAL

No. 9105-P Calcutta, the 16th Sept. '75.

Sub : *Question of grant of concession of recess to Muslim employees on Fridays to say the Jumma Prayer and the concession of earlier hour of departure from office during the month of Ramzan.*

From : Shri S. B. Majumder
Joint Secy, to the Govt. of West Bengal.

The undersigned is directed to state that the Muslim employees of the State Government may leave office at 4.00 p.m. during the month of Ramzan. Copy of Order No.8141-8171A dated 19/10/1921 issued in this respect by the then Government of Bengal is enclosed.

The said order has not been modified or cancelled and is re-circulated for information and guidance of all concerned.

Sd/- S.B. Majumdar
Jt. Secretary to the Govt. of West Bengal

GOVERNMENT OF WEST BENGAL
OFFICE OF THE SECRETARY
WEST BENGAL MADRASAH EDUCATION BOARD

Circular No. 4/76 Dated, the 24th January, 1976.

To : All Heads of Institutions

Sub : *Introduction of Work Education etc. In the curriculum of High Madrasah Examination 1978.*

It has been decided by the Board in its resolution dated 13.9.75 that work education, physical education and social service including school performance will be introduced as a compulsory subject for the candidates appearing in High Madrasah Examination, 1978 and the marks alloted to the subject will be 50. Detailed break-up of marks in work education, physical education and social service including school performance and adjustment 50 marks in some other subject or subjects so as to keep the total marks in compulsory subjects within 1,000 will be notified later on.

In terms of Education Department G.O.No. $\frac{500-\text{Edn}(S)}{18S-8/74}$ dated 21.6.75 he will be entitled to the new staff pattern envisaged in G.O. No. 772- Edn (S) dated 8.7.74 as the absence of Work Education as a subject in the Boards Final Examination was so long the only departure from the prescribed syllabuses of the Board of Secondary Education. He is, therefore, asked to approach the District Inspector of Schools for sanction of the additional posts admissible, to appoint teachers in the said posts after observing necessary formalities and to send proposals for approval of such appointments in due course.

Sd/- Secretary,
West Bengal Madrasah Education Board.

GOVERNMENT OF WEST BENGAL
OFFICE OF THE SECRETARY
WEST BENGAL MADRASAH EDUCATION BOARD
19, Haji Md. Mohsin Square,
Calcutta-16.

Circular No.1/S.P/76 Dated, the 19th October, 1976.

From : The Secretary,
West Bengal Madrasah Education Board,

To : All Heads of High Madrasah.

Sub : *Staff Pattern for X-Class High Madrasahs.*

A High Madrasah teaching upto Class X will be entitled to appoint 12 teachers for 6 units. The Staff Pattern will be as follows :

Language Group	4
Mathematics	3
Social Science	2
Work Education etc.	1
Advance Paper in Arabic	1
Headmaster	1
Total	12

A High Madrasah having 7 units will be entitled to appoint more teachers in Language Group.

Eight units High Madrasah will be entitled to appoint two additional teachers, one in Language Group and another in Science Group.

Sd/- Secretary,
West Bengal Madrasah Education Board.

GOVERNMENT OF WEST BENGAL
OFFICE OF THE SECRETARY
WEST BENGAL MADRASAH EDUCATION BOARD,

Circular No.2/S. P/76 Dated, the 15th December,1976

From : The Secretary,
West Bengal Madrasah Education Board.

To : All Heads of High Madrasahs.

Sub : Staff Pattern for X-Class High Madrasah.

In continuation of this office Circular No. 1/S. P/76 dated 19.10.76 a detailed Staff Pattern of X-Class High Madrasahs up to 12 units are furnished in the table given below.

No. of Unit	L Group	Sc Group	S. S. Group	Advance Paper in	Work Edn.	H. M.	Total
6	4	3	2	1	1	1	12
7	5	3	2	1	1	1	13
8	5	4	2	1	1	1	14
9	6	4	3	1	1	1	16
10	6	5	3	1	2	1	18
11	7	6	3	1	2	1	20
12	8	6	4	1	2	1	22

Sd/- Illegible
Secretary
West Bengal Madrasah Education Board.

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
SECONDARY BRANCH

No. 464 – Edn(S) / 4E – 13/77 Dated, Calcutta, the 11th April, 78.

From : Shri S.N. Chowdhury
Dy. Secretary to the Govt of West Bengal.

To : The Director, Secondary Education, West Bengal

Sub : Appointment of additional teacher in Junior High Schools / Jr. High Madrasah with Classes V to VIII.

The undersigned is directed to say that at present the number of teachers ordinarily sanctioned to a recognised non-govt.4-Class Junior High School / Junior High Madrasah (Classes V to VIII) with one unit in each class is 5 including one Head Master or Headmistress. Consequent on the introduction of the revised curriculum in Secondary Education in this State with effect from 1st January, 1974, additional subjects were introduced in Junior High Schools and Junior High Madrasah. It was, therefore, become necessary to increase the strength of the teaching staff in Junior High Schools and Junior High Madrasah with Class V to VIII.

In the circumstances, the Governor, after due consideration, is pleased to approve of the proposal for appointment of one additional teacher in each recognised Non-Govt. Junior High School/Junior High Madrasah with one unit in each of the classes from V to VIII with effect from 1st April, 1978 or from any subsequent date on which the teacher are actually appointed.

The number of such teacher for whom grant-in-aid is payable towards pay & D.A. etc. Should not, exceed Rs 2000, during the current financial year.

The charge involved may be debited to the head 'A'(VII) Minimum Needs Programme State Plan (Fifth-Plan) Expansion of teaching and educational facilities for children of age group 11-14 (i) Teacher and Non-Teacher Cost-Grants-in-Aid /Contributions in the 277 Education (Excluding Sports and Youth Welfare) Budget.

This order issues with concurrent of the Finance Deptt. Vide their U.O. No. Group B.63 dated the 6th February, 1978.

Sd/-S.N.Chowdhury ,
Deputy Secretary.

Memo No.1944(16)-Sc/S/ Dated,Calcutta the 23rd May,1978.

Copy forwarded for information and necessary action to the District Inspector of Schools (Secondary Education) .

They are requested to issue instruction to the recognised Non-

Govt. 4-Class Jr.High Schools / Jr.High Madrasah with one unit in each of the Classes from V to VIII to appoint such graduate teachers as would be suitable for the school in the light of the revised curriculum of the Secondary Education .

A district-wise quota of teachers to be appointed under the scheme for this year is enclosed .The necessary fund to be required for the purpose will follow shortly.

The quota given to the dists may not cover all the eligible Class institutions. In selecting the institutions they should, therefore, give special consideration to institutions located in inferior rural and backward areas. They may, however, report to the undersigned by name the additional number of teachers to be required to cover all the 4-Class institutions.

Sd/ Illegible
for Director of Secondary Education
(West Bengal)

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
SECONDARY BRANCH

No. 999-Edn:(S) /3S-1-78 Pt Dated, Calcutta, the 3rd August,1978.

From : Shri B.N. Chatterjee, I.A.S,
Special Secretary to the Government of West Bengal

To : The Director of Secondary Education, West Bengal

Sub : *Recognition of Secondary Schools and Madrasah in West Bengal with effect from 1.1.78.*

The undersigned is directed to say that the policy laid down in this department's letter No. 533-Edn (S) dated the 25th April,1978, for selection of Secondary Schools to be recommended to the West Bengal Board of Secondary Education for recognition with effect from the 1st January, 1978 should also be followed in the cases of selection of Madrasahs (Jr. High and Senior Madrasahs) for this purpose these members to be nominated by the West Bengal Madrasah Education Board should be included in the Central Committee in addition to the member already appointed or nominated and one member nominated by the same body should be included in each District Inspecting Term in addition to the three members already appointed or nominated.

The following principles should also be followed while selecting the Madrasah fo recognition :

(i) New Madrasahs should not normally be opened near a Secondary Schools where there is provision for teaching of Arabic and Persian.

(ii) Recognition of Senior Madrasahs should not generally be encouraged.

(iii) For the present Districts of Darjeeling, Cooch Behar, Jalpaiguri,Bankura and Purulia may be excluded and a new Madrasah may be expened there.

Other principles regarding inspections of institutions etc. should be the same as laid down in this Department's letter referred to above.

Sd/- B.N.Chatterjee, (Special Secretary).

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
SECONDARY BRANCH

No. 1000-Edn (S)/3S-1/78 Pt. Dated, Calcutta, the 3rd August, 1978.

From : Shri B.N. Chatterjee, I.A.S.
Special Secretary to the Government of West Bengal

To : The Secretary
West Bengal Madrasah Education Board,
19, Haji, Md.Mohsin Square,Calcutta-16

Sub : Recognition of Secondary Schools and Madrasahs in West Bengal.

Sir,

I am directed to say that in veiw of the limited resources, Government would suggest that a limited number of Secondary Schools and Madrasahs may be granted recognition from the current academic session or from subsequent academic sessions. The exact number will be intimated later on. Its liability for payment of grant-in-aid in any shape or manner to any Madrasah granted recognition beyond the maximum number fixed by the State Government in each year.

In addition to Government, may, under special circumstances recommended for recognition a limited number of institutions having special feature.

The initial selection, on the basis of priority, may be done at the district level by an inspection team consisting of District Inspector Of Schools (Secondary Education) as the member Convenor,a nominee of the West Bengal Board of Secondary Education, a nominee of the West Bengal Madrasah Education Board and a nominee of the Government. Applications so far received by the West Bengal Madrasah Education Board may be sent back to the respective district for fresh inspection and selection by the team.

In this connection a copy of each of this Department Memos No. 533-Edn (S) dated the 26th April, 1978 and No.999-Edn(S) dated the 3rd August,1978 addressed to the Director of Secondary Education, West Bengal is enclosed for information of the Board.

In view of the limited sources of the Government, the Board may consider issuing suitable circular discouraging establishment of new Madrasahs by voluntary organisation without permission from the Board or the State. Government Madrasahs established by voluntary organisations without permission of the Board or the State Govt. may not be considered for grant-in-aid subsequently.

Yours faithfully,
Sd/- Illigble
Special Secretary

GOVERNMENT OF WEST BENGAL
DIRECTORATE OF SECONDARY EDUCATION

Memo No. 3135-Sc/S/7R-22S/77 Dated,Calcutta,the 16th August, '78,

From : The Director of Secondary Education ,
West Bengal.

To : The Secretary ,
West Bengal Madrasah Education Board

Sub. : Recognition of Secondary Schools and Madrasahs in West Bengal.

The undersigned has to refer to G.O.No. 999-Edn (S) dt.3.8.78 on the above subject and to state that in terms of the G.O.the district level Inspecting Team for each district excluding Darjeeling, Cooch Behar, Jalpaiguri, Bankura & Purulia, as constituted in terms of G.O.No.553-Edn(S), 26.4.78. will include one person to

be nominated by the West Bengal Madrasah Education Board and will initially select new Madrasahs at the district level for recognition.

The district Level Inspecting Team has already started to function in each district for selection of new Secondary Schools for recognition. He is, therefore, requested to send nominations of the Board to the respective District Inspector of Schools (S.E), excluding the districts stated above, so that the respective District level Inspectors Team may start selecting new Madrasahs.

The application for recognition of new Madrasahs so far received by the Board may also please be sent to the respective District Inspectors of Schools (S.E.), to be placed before the District level Inspecting Team.

Sd/- Illegible
for Director of Secondary Education,
West Bengal.

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT

From : Shri B. N. Chaterjee, I.A.S,
Special Secretary to the Government of West Bengal

To : The Director of Secondary Education
West Bengal,

No. 2280-Edn(S) /38-1/78 pt. Calcutta, the 13th Oct, 1978.

Sub : Recognition of Secondary Schools and Madrasahs in West Bengal with effect from 1.1.87.

The undersigned is directed to refer to this Department Memo No. 999-Edn(S) dated 3.8.78 on the subject mentioned above and to say that Clause (ii) of para 2 of the said memo may be deemed as deleted Clause (ii) of the said para may also be substituted in the following manners.

"Committees constituted for selection of Secondary Schools in the districts of Darjeeling, CoochBehar, Jalpaiguri, Bankura and Purulia may also select Madrasahs".

Sd/- B.N. Chatterjee
Special Secretary

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
OFFICE OF THE SECRETARY
WEST BENGAL MADRASAH EDUCATION BOARD

No.................. Dated, the 8.6.1979.

From : The Secretary,
West Bengal Madrasah Education Board,

To : The District Inspector of Schools (S.E.)

Sub : Election of one member from the Non-teaching staff in the Managing Committee.

Dear Sir,

The Management of Recognised Non-Government Institution (Aided and Un-Aided) Rules, 1969 is not *ipso* facto applicable to the madrasahs under this Board (vide Rule 2(b).

It has become applicable to the Board by virtue of Boards' resolution dated 29.5.75 in which it is made applicable to the madrasahs under this Boards with certain amendments.

The recent amendment to the rule made by the West Bengal Board of Secondary Education as regards inclusion of one member from the Non-teaching staff in the Managing Committee is also not applicable at present to the madrasahs under this Board. The board may make such amendments in future but at present the rules as adopted by the Board in resolution dated 29.5.75 hold good.

So you are requested to see that no objection is made to the placing of Departmental Nominee in the Managing Committee on the ground that no member from Non-teaching staff is included in the Committee.

Yours faithfully,
Sd/ N. Alam
Secretary
West Bengal Madrasah Education Board.

GOVERNMENT OF WEST BENGAL,
EDUCATION DEPARTMENT
OFFICE OF THE SECRETARY
WEST BENGAL MADRASAH EDUCATION BOARD

Circular No. 1 /79 /App. Dated, the 13th June, 1979.

To : All Heads of Madrasahs.

Sub. : *Approval of appointment of teaching and non-teaching staff of all Madrasahs to be sent regarding.*

In terms of Board's resolution in item no.2 of the proceedings of the meeting held on 11th April, 1979 the undersigned is to direct him to submit all cases for approval of appointment of teaching and non-teaching staff along with the following documents.

(1) Copy of the advertisement (2) Attested copy of mark sheet and admit card. (3) Copy of resolution of Managing Committee appointing the teacher. (4) Copy of appointment letter. (5) Copy of joining report. (6) Staff statements. (7) Documentary evidence showing existing tenure of office of Managing Committee or Administrator. (8) Statement of procedure of interveiw along with the evaluation sheets.

If any of the papers mentioned above does not accompany the cases already submitted to the Board, the paper or papers wanted should immediately be forwarded to the Board with a forwarding memo, mentioning the cases for which they are sent. Immediate action is requested in this regard.

Sd/- N.Alam
Secretary
West Bengal Madrasah Education Board.

MEMORANDUM

No. 9630-F

Calcutta the 19th Oct. 1979.

Sub : *Scheme for payment of salaries of teaching and non-teaching staff of non-Government aided secondary schools covered by salary deficit scheme -payment before Id-Ud-ZZoha.*

In continuation of this Department Memo No. 8116-F dated 17.8.79 the undersigned is directed to state that in order to ensure payment of salary for October,1979 to the Muslim teachers and Muslim non-teaching employees serving in aided High Schools including High Madrasahs covered by Salary Deficit Scheme before the Id-Ud-ZZoha festival which comes off on 1.11.79, the Governor has been pleased to order that the grants-in-aid component of salaries of all the teaching and non-teaching staff of such Schools/ Madrasahs for the month of October, 1979, may be paid by the Calcutta Pay and Accounts /Treasuries /sub-Treasuries by 30th October, 1979 on the basis of the amounts of grants-in-aid paid to the Schools /Madrasahas during the month of september 1979 and for this purpose the cheques in respect of the month of October, 1979, should be sent to the respective link branches will in advance. The amount of account of October, will be drawn by the Calcutta Pay & Accounts Office/ Treasuries /Sub-treasuries on an ad-hoc basis on the strength of this order and should be adjusted by deduction from the consolidated sanctions issued by the respective District Inspectors of Schools for the period from September, 1970 to February ,1980.

Sd/- S.Goswami
Deputy Secretary to the Government of West Bengal.

GOVERNMENT OF WEST BENGAL
DIRECTORATE OF SECONDARY EDUCATION

Memo No. 4417 (16-Sc/G) Dated Calcutta, the 15th Nov. 1979.

From : The Director of Secondary Education, West Bengal.

Sub : *Affairs of Madrasahs.*

The undersigned has to inform him/her that the following procedures should be observed while dealing with cases of Madrasahs.

(1) Fresh approval for permanently approved teachers from the Board is not required if they subsequently improve their qualifications by passing M.A /M.Sc. /B.Ed. etc. Enhancement of pay of teachers on the basis of improvement of qualifications may be made by him/ her as per rules without any fresh orders from the Board.

(2) The West Bengal Madrasah Education Board should not accord approval to appointment of the teachers and the non-teaching staff in Madrasahs against new posts without prior sanction by the Education Directorate. The Madrasahs authority should be asked to fill up the normal vacancies caused by death /retirement /resignation of a teacher with the prior permission of the District Inspector of Schools .

(3) Since the Govt. has not made the new changes regarding constitution of Managing Committee applicable to Madrasahs, he/she may not insist on inclusion of non-teaching staff in the Managing Committee of Madrasahs and the old rules in this regard may be followed. In cases when Managing Committee have been formed as per amended rules, placing of departmental nominees should be kept pending till the issue of necessary notification from the Govt.

This may be treated as urgent.

Sd/-
for Director of Secondary Education,
West Bengal.

GOVERNMENT OF WEST BENGAL
OFFICE OF THE SECRETARY
WEST BENGAL MADRASAH EDUCATION BOARD,

No. 657 (C) MC. Dated, the 17th November, 1979.

From : The Secretary
West Bengal Madrasahs Education Board, Calcutta-16.

To : Heads of all recognised High and Junior High Madrasahs under West Bengal Madrasahs Education Board.

Sub : Representation of the non-teaching staff of High/ Junior High Madrasahs of Secondary type on the Managing Committee.

As per Government Order communicated vide Memo No. 1117-Edn(S) dated 14.11.79 the undersigned has to inform him that representatives of non-teaching staff should be included in the Managing Committee of his institution in terms of Rule 7 of the Management of Recognised Non-Government Institution (Aided and un-Aided) Rules,1969, (hereinafter referred to as the said rules) as amemded in West Bengal Government notification No. 2675 -Edn (S) dated 19.12.78 .Text of the amendment is as follows. :

In the said Rules :

1. in rule 7,—

(a) for the heading 'Election by Teachers', substitute the heading "Election by teachers and non-teaching staff" ;

(b) for sub-rule (1), and the proviso thereto, substitute the following sub-rules: "(1) The members of the teaching and the non-teaching staff of an Institution shall—

(a) If it is a High School (Class X), elect three members from the teaching staff and one member from among the non-teaching staff to the committee ;

(b) If it is a Junior High Schools, elect two members from among the teaching staff and the non-teaching staff to the Committee.

(1A) Immediately after the election, the same electorate shall elect to the Finance Sub-Committee one member from among the members elected to the Committee under sub-rule (1)".

Sd/- Illigeble
Secretary,
West Bengal Madrasah Education Board.

GOVERNMENT OF WEST BENGAL,
EDUCATION DEPARTMENT
OFFICE OF THE SECRETARY
WEST BENGAL MADRASAH EDUCATION BOARD.

Circular No. 2/79 /App. Dated, the 6th December, 1979.

From : The Secretary,
West Bengal Madrasah Education Board.

Sub : Approval of appointment of teaching and non-teaching staff of all Madrasahs.

The undersigned has to inform him /her that the following procedures should be observed while appointing teaching and non- teaching staff and forwarding their cases for approval to this office.

(1) Fresh approval for permanently approved teachers from the Board is not required if they subsequently improve their qualifications by passing M.A /M.Sc./ B.Ed. etc. Enhancement of pay of teachers on the basis of improvement of qualifications will be made by the District Inspector of Schools without any fresh orders from the Board.

(2) Appointments of teaching and non-teaching staff in Madrasahs against new posts should be made without prior permission of the Education Directorate. Normal vacancies caused by death/ retirement / resignation etc. of a teacher should be filled up with the prior permission of the District Inspector of Schools concerned.

Sd/- (N.Alam.)
Secretary
West Bengal Madrasah Education Board.

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
OFFICE OF THE SECRETARY
WEST BENGAL MADRASAH EDUCATION BOARD.

No. 2069 (1-16) Dated, the 3.6.1980

From : The Secretary,
West Bengal Madrasah Education Board.

To : All District Inspector of Schools (SE)

In terms of Board's resolution adopted under Item No. I of the meeting held on 22nd May, 1980 this is to inform him that the appointment of teachers in Junior High Madrasah already approved by the Board will not require fresh approval when those madrasahs are upgraded. They will be deemed to have Board's approval as teachers of High Madrasah by virtue of this resolution. Only in the case of Headmaster of an upgraded Madrasahs fresh approval will be required, if he does not possess the minimum requisite qualification for the post of Headmaster of a High Madrasah at the relevant period.

Sd/- Secretary,
West Bengal Madrasah Education Board.

WEST BENGAL MADRASAH EDUCATION BOARD.
19, Haji Md. Mohsin Square, Calcutta -16

Circular. No. App. 1/80 Dated.6.6.1980

From : The Secretary, West Bengal Madrasah Education Board.

To : Heads of all Jr. High Madrasah recognised by the West Bengal Madrasahs Education Board. with effect from 1.1.78. and 1.1.79.

General instruction for the guidance of the Heads of Jr. High Madrasahs (4 units) for submission concerning approval of appointment of teachers.

1. The staff pattern of Junior High Madrasahs as approved by the Board will be as follows.

Teaching Staff	Qualification	No. of posts.
Headmaster	B.A., B.T. or B.Sc. B.T.	1
Asstt. teachers	F.M.	1
"	B.A.	2
"	B.Sc.	1
"	B. Sc. (Bio)	1
	Total No. of teaching staff	6

All cases for approval of appointment of teaching and non-teaching staff should be submitted along with the following documents :

(1) Copy of the advertisement ,(2) Copy of marksheets and admit cards of all the examinations passed ;(3) Copy of the resolution of the Managing Committee appointing the teacher ; (4) Copy of appointment letter ; (5) Copy of the joining report. (6) Statement of procedure of interveiw along with the evaluation sheets .If the appointments be made without any advertisement , the circumstances under which the appointments were made should be explained in a seperate letter. (7) Staff statements in a consolidated form mentioning :-(a) Name of the members of the staff (b) qualifications , (c) designation (d) date of birth ; (e) date of joining ; (f) date from which the appointment is to be approved.

Copies of documents submitted should be attested by appropriate authority.

(N.Alam) 9.6.89
Secretary.

WEST BENGAL MADRASAH EDUCATION BOARD

Circular No. App./2/80 Dated 10.6.80

From : The Secretary,
West Bengal Madrasah Education Board

To : Heads of all High Madrasah recognised / upgraded by the West Bengal Madrasah Education Board with effect from 1.1.78 & 1.1.79.

General instruction for the guidance of the Head of High Madrasahs for submission of papers concerning approval of appointment of teachers.

The Staff pattern of a High Madrasah teaching upto Class X (6 units) will be as follows :

Members of the teaching staff	Qualification	No. of posts
Headmaster	B.A. (Hons) B.T. or M.A.B.T.	1
Ass. Teacher :	M.M.	1
1. Language Group	B.A. or B.A. Part I, if there be any among the approved teacher of Jr. High Madrasah	1
	B.A. (Hons) one in English one in Bengali / Urdu/	2
2. Social Science Group	B.Sc. (Hons) or M.Sc.	2
	B.Sc. (Bio)	1

	Members of the Teaching staff	Qualification	No of posts
3.	Social Science Group	B.A. (Hons) in Geography as a subject or B.Com or B.A.(Hons) in History or	1
		B.A. B.A.with History as a subject.	1
4.	Advance Arabic Work Education & Physical Edn. Group.	F.M.	1
		B.A./B.Sc./B.Com. with diploma in Physical Education or P.G.B.T.	1
	Total No. of Teaching staff 6 units :		**12**

A High Madrasah having 7 units will be entitled to appoint one more teacher in Language group with the requisite qualifications mentioned in Item No. 1

Eight units High Madrasahs will be entitled to appoint two additional teachers, one in Language Group and another in Science group with the requisite qualifications mentioned in Item No. 2

Non-teaching staff :

Clerk	H.M. /M.P./H.S. passed preferably with knowledge of typing	1
Peon	Class VIII passed	1
Matron	Where Co-education is permitted	1

In case of teacher of Junior High Madrasah already recognised as new upgraded no fresh approval will be required for teachers whose appointments have already been approved by the Board. They will be deemed to have approval as teachers of High Madrasahs.

In case of Headmasters of up-graded Madrasah fresh approval will be required if he does no possess the minimum requisite qualification of a Headmaster of High Madrasah at the relevant period.

All cases for approval of appointment of teaching and non-teaching staff should be submitted along with the following documents within the stipulated time mentioned in recognition memo ;

(1) Copy of the advertisement (2) Copy of mark sheets, admit cards and certificates of all the examinations passed (3) Copy of the resolution of the Managing Committee appointing the teacher (4) Copy of the appointment letter ; (5) Copy of the joining report ; (6) Staff statement in a consolidated form mentioning (a) Name of the members of the staff ;(b) qualification ; (c) designation ; (d) date of joining (f) date from which the appointment is to be approved ; (7) Statement of procedure of interview along with the evaluation sheets. If any appointment be made without any advertisement the circumstances under which the appointments were made should be explained in a seperate letter.

Copies of documents submitted should be attested by appropriate authority.

Dt. 10.6.80

Sd/-(N. Alam)
Secr.tary,

GOVERNMENT OF WEST BENGAL
DIRECTORATE OF SECONDARY EDUCATION
Grant-in-aid Section

No. $\frac{\text{749-(16)-GA}}{\text{3B-8/80}}$ Calcutta, the $\frac{22nd}{29th}$ *July* 1980

From : The Director of Secondary Education, West Bengal.

To : The District Inspector of Schools. (SE), 24 Parganas.
60-B Chowringhee Road, Calcutta-20.

Sub : Benifit of Increment after completion of the B. Ed. Course-pay protection to Senior trained-teachers.

In enclosing herewith the copy of G.O. No. 472-Edn(s) dt. 13.6.80. the undersigned has to state that before granting increment in terms of clause (b) of the said G.O. in a time scale of pay it should be ensured that the teacher has rendered at least one year's approved service upto the last date of the B.T. or B.Ed., Examination both theoretical and practical including his/her period of training in the said time scale of pay.

The cases of teachers who have been treated as trained on age experience basis will not come under the purview of the G.O. under reference and will continue to be guided by the Govt. orders issued from time to time in this regard (G.O. No. 166-Edn (S) dt. 20.2.75 and G.O. No. 149-Edn (S) dt. 19.2.79) may be referred to in this connection.

This office Memo. No. 2266-GA dt. 25.9.79 may be deemed to have been modified as above.

The cases of those teachers, if there be any, who were allowed premature increments in the time scale i.e. who were allowed increments before completion of one year's approved service in the said time scale of pay simply because they passed B.T. or B.Ed., examination after entering into schools service but did not complete one year's approved service upto the last date of such examination both theoretical and practical should be reviewed, the date of increment should be refixed in terms of the Govt. order under reference, and the pay in the time scale drawn by them in excess of the pay admissible in the said time scale as a result of such refixation of the date of increment should be treated as personal pay to be absorbed in future increments falling due after 13.6.80.

Enclo : As stated
in that time scale of pay
No. 1071 (1000)-G

Sd/-illegible,
Dy. Director of Secondary
(GA), West Bengal

GOVERNMENT OF WEST BENGAL
EDUCATION DIRECTORATE
GRANT-IN- SECTION

No.907- G.A Calcutta, the 22nd August, 1980

From : The Director of Secondary Education, West Bengal

To : The District Inspector of Schools, SE Malda,

Sub : Eligibility for application as teachers in Work-Education Physical Education group with 3 month's training at R.K. Vidyapith, Suri under the Revised Staff Pattern of the Secondary Schools.

Ref : His Office Memo No. 34.dated 28.4.80

In reference to the above the undersigned has to state that the training course at R. K. Vidyapith, Suri is sponsored by the West Bengal Board of Secondary Education for orientation of the existing approved teachers of the staff. An outsider posessing the above training qualification is not considered duly qualified for appointment as Work Education teacher. Considering the dearth of qualified teachers of Work Education persons having the said training may be considered for approval on temporary basis for a specific period not exceeding six months.

Sd/ -Illegible
for Director of Secondary Education
West Bengal

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
Misc Branch

No. 1155-Edn (M) / 5M -8/78 Dated : 29.8.80

From : Shri R. Chowdhury
Deputy Secretary to the Govt. Of West Bengal .

Sub : Introduction of scales of pay for the teaching and non-teaching staff of recognised Senior Madrasahs

The undersigned is directed to say that at present there is no scales of pay approved by the Government for the teaching and non-teaching staff of the recognised Senior Madrasahs in the State. They receive grant from Govt. towards payment of dearness allowance and pay contributions as sanctioned from time to time. The institutions also get lump maintenance grant in addition.

The question of introducing the structure of scales of pay of the teaching and non-teaching staff of the recognised Senior Madrasaha has however been under consideration of Govt. of some time past. After careful consideration Govt. have decided to introduce with effect from 1.4.80 the scales of pay of the teaching and non-teaching staff of recognised Senior Madrasahs Subject to the following conditions :

(i) the institution free education.

(ii) the institution should give an undertaking that they will implement re-oriented syllabus as may be finally decided by Govt. on the recommendation of the Expert Committee on Sr. Madrasah Edn. System with effect from the academic session commencing from 1.1.81.

*(iii) The Managing Committee of the institution should be framed in accordance with the Rules prescribed for the constitution of the M.C. for the Govt. aided recognised Secondary Schools.

(iv) the institution should maintain minimum rooms about the roll strength, teacher-pupil ratio and work load of teachers as specified below :

(i) ROLL STRENGTH

(a)	Sr. Madrasah having Alim Courses.	130 Students
(b)	Sr. Madrasah having Fazil Course	150 Students
(c)	Sr. Madrasah having M.M. Course	170 Students

(ii) TEACHER-PUPIL RATIO

(a)	Senior Madrasah having Alim Course with roll strength of 130 students 1 Superintendent - M.M./M.F. with 5 years teaching experience 1 M.M. Asst. Teacher 6 Fazil Assistant Teachers 1Graduate Asst. Teacher. 1 I.A. or B.A. (Part-I) Asst. Teacher	10 Teachers
(b)	Sr. Madrasah having Fazil Course with roll strength of 150 students 1 Superintendent -MM/MF with 5 years teaching experience 3 M.M. Asst. Teachers 6 Fazil Asst. Teachers 1 Graduate Asst. Teacher 1 I.A. or B.A. (Part-I) Asst. Teacher	12 Teachers
(c)	Sr. Madrasah having M.M. Course with roll strength of 170 students Strength of Teachers as in the Madrasah of Fazil standard. In addition 4 Asst. teachers may be sanctioned by Director of Secondary Education, West Bengal according to the requirement of the Institution concerned.	16 Teachers.

There should be one Class III Clerical Staff and two Class IV staff in each of the Senior Madrasah of all categories.

(iii) WORK LOAD OF TEACHERS

1. 39 periods in a week per teacher.

Comment : Formation of the Managing Committee of Junior and Senior Madrasah and Madrasah High has to be constituted and reconstituted according to latest Management Rules applicable in the cases of Secondary Schools under West Bengal Board of Secondary Education.

2. The Government is now pleased to sanction with effect from 1.4.80 the scales of pay for the approved whole time teaching & non- teaching staff of recognised Senior Madrasah as in Annexure 'A' subject to the conditions as laid down in para 1 above. The pay of the staff concerned should be fixed in the scales under normal rules. They will also be entitled to the dearness allowance as is admissible to the teaching and non-teaching staff of identical rank of the recognised aided Secondary Schools/Madrasahs (of Secondary type.)

3. The Director of Secondary Education, West Bengal is requested to implement the order immediately and release necessary funds through the District Inspector of Schools (SE) to the Institutions concerned for payment of salaries of the staff.

4. The charge will be met form the provision under the head "C- Special Education II. Promotion of Modern India Language and Literature-State Plan (Annual Plan)-Improvement and developement of Madrasah Education Salaries" in the "277 Education (excluding Sports & Youth Welfare) Budget. " — where necessary funds may be provided by re-appropriation or otherwise in due course, if necessary.

5. This order issues with the concurrence of Finance Deptt. Vide their U.O. Group. / 1203 dated 31.5.80.

6. The Pay & Accounts Office, Calcutta & the Accountant General, West Bengal have been informed.

Sd/- R. Chowdhury
Deputy Secretary

ANNEXURE 'A'

1.	Pass Graduates or equivalent (i.e. MM/MF)	Rs. 300—750/-
2.	Under-graduates or equivalent (i.e. Fazil)	Rs. 230—400/-
3.	Clerks—Matriculate or equivalent	Rs. 220—350/-
4.	Group IV staff	Rs. 135—180/-

The Superintendents (Heads of Institutions) will be allowed a special pay as mentioned below in addition to the usual pay scales :

Alim Madrasahs	Rs. 50/- p.m.
Fazil Madrasahs	Rs. 75/- p.m.
M.M. Madrasahs	Rs. 100/- p.m.

****Serving Clerks not possessng the required qualification will be placed at the inital stage of the scale and will not be eligible to draw increments till they acquire the requisite qualification.

Sd/- Illegible
Deputy Secretary, Education Department.

GOVERNMENT OF WEST BENGAL
DIRECTORATE OF SECONDARY EDUCATION

Memo No. 2677Sc/G Calcutta, the 1st December , 1980.

From : The Director of Secondary Education, West Bengal.

To : The Secretary
Education Department, Govt. of West Bengal

Sub : Approval of appointment of Fazil M.F. passed teachers in Jr. High and High Madrasahs.

The undersigned has to forward herewith a copy of Memo No. 2573 dated the 10th November, 1980 from the Secretary, West Bengal Madrasah Education Board an observe as follow :

As per Govt. order No. 772 - Edn (S) dated 8.7.74 the minimum academic qualification of a teacher should be pass degree with such combination of subjects as would enable the teacher to teach the school courses prescribd by the West Bengal Board of Secondary Education under the new curriculum.

As Per G.O. No. 155-Edn (M)/5M-8/78 dt. Calcutta the 29th August, 1980 Fazil has been declared to be equivalent to under graduate. Therefore, appointment of Fazil passed teachers in Jr. High or High Madrasahs cannot be made.

In the meantime, a considerable number of Fazil passed teachers have been appointed in Jr. High/High Madrasahs and subsequently such appointment have been approved by the West Bengal Madrasah Education Board. These appointments are not regular in the context of the G. O. No. 772-Edn (S) dt. 8.7.74 Moreover, there is no scope for appointment of any teacher with traditional qualifications i.e. Kavyatirtha, Vyakarantirtha, Fazil, M.M. etc. in Secondary Schools according to the above G.O.

In regard to the teaching of Sanskrit there is no problem as abundant number of candidates with Sanskrit as on the combination subject in degree course are available while the turn-outs of graduate with Arabic are insignificant and those of women candidates are almost nil.

In the circumstances non-availability of graduates with Arabic has posed a serious problem to the local authorities of Madrasah in their state. It is, therefore, for consideration of the Govt. if provisions can be made for appointment of M.M. passed hands who are treated to be graduates in Secondary Schools in addition to the existing provisions.

Regarding the existing and approved Fazil passed teachers in recognised Madrasahs of Secondary type Govt. may also consider the feasibility of issuing special orders empowering the D.S.E, West Bengal or any officer authorised by him to approve of the appointment of Fazil passed teachers who are already in service subject to the condition that they would acquire higher qualificaton like M.M. or equivalent thereof within a period of three years. Such teachers may not draw annual increment until they acquire the requisite qualification.

Considering the dearth of duly qualified women candidates for teaching Arabic in Jr. High Madrasahs for girls temporary permission may be accorded for appointment of male teachers in these schools till the date when a qualified lady teacher is available for filling up the vacancy.

Sd/- E. Dutta.
for Director of Secondary Education,
West Bengal.

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
MISC. BRANCH

No. 1731-Edn (M) 6/51-88/78 Dated Calcutta, the 12th Dec, 1980.

From : 'Shri R. Chowdhury,
Deputy Secretary to the Govt. of West Bengal.

To : The General Secretary,
Paschmbanga Madrasah, Sikshak Samity

Sub : Grant of recognition to the Paschimbanga Madrasah Sikshak Samity.

Sir,

I am directed to say that the Governor has been pleased to grant recognition to the Paschimbanga Madrasah Shikshak Samity at 26/C, Rafi Ahmed Kidwai Road, Calcutta-16.

I am to request that the proceedings of the Annual General Meetings of the association and the names of its office bearers may be sent to this Department every year.

Yours faithfully,
Sd/- Illegible
Deputy Secretary

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
Office of the Secretary,
WEST BENGAL MADRASAH EDUCATION BOARD.

Circular No. 1 Rec/81 Dated, the 5th January 1981.

From : The Secretary,
West Bengal Madrasah Education Board.

To : All Heads of Madrasahs.

Sub : Extension of recognition to the Madrasahs recognised by West Bengal Madrasah Education Board upto 1975.

In terms of Board's resolution in Item No.3 of the proceeding held on 5th January, 1981, the undersigned has to state that the extension of recognition to all Junior, Junior High, High and Senior Madrasahs recognised upto 1975 are hereby extended until further orders.

Secretary
West Bengal Madrasah Education Board

WEST BENGAL MADRASAH EDUCATION BOARD

Circular No, 1/co-ed/81 Dated, the 5th January, 1981

From : The Secretary,
West Bengal Madrasah Education Board.

To : All Heads Madrasahs.

Sub : Extension of permission for Co-Education to Jr. High and High Madrasahs, recognised by West Bengal Madrasah Education Board upto 1975.

In terms of Board's resolution in item No. 3 of the proceeding of the meeting held on 5th January, 1981, the undersigned has to state that the permission for co-education to all Junior , Junior High and High, Madrasahs recognised upto 1975 are hereby extended until further orders.

Secretary,
West Bengal Madrasah Education Board.

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
MISC. BRANCH

No. 111-Edn (M)/5M-1/79pt-III Dated 22.1.81

From : Shri R. Chowdhury
Assistant Secretary to the Govt. of West Bengal.

To : The Secretary
West Bengal Madrasah Education Board.

Sub : Grant of Special casual leave to the staff of recognised Junior High/High and Senior Madrasah for attending the conferences of the Paschimbanga Madrasah Shikshak Samity.

The undersigned is directed to say that after due consideration of a representation from the Paschimbanga Madrasah Shikshak Samiti it has been decided by the Government that the teaching and non-teaching staff of the recognised Junior High/High and Senior Madrasah in West Bengal intending to participate in the conference of the said samity of which they are members, may be granted special casual leave for the purpose.

It is accordingly requested that necessary instruction may please be issued to the authorities of the recognised Junior High /High and Senior Madrasahs to sanction special casual leave to the teaching and non-teaching staff of the respective Madrasah for attending the conferences of the Paschimbanga Madrasah Shikshak Samity of which they are members for the period for which they are required to attend such conferences and the actual period of journey for attending the same from their respective places of posting and return.

Such special casual leave will bé sanctioned by the heads of the Madrasahs concerned on production of necessary documents that the incumbents actually attended the conferences.

Sd/- R. Chowdhury
Assistant Secretary

GOVERNMENT OF WEST BENGAL
EDUCATION DIRECTORATE
Grant-in-Section

No. 327 (16) GA/1-G/8D Calcutta, the 18th Feb. 81.

From : The Director of Secondary Education W.Bengal

To : The District Inspector of Schools (SE)

Sub : Appointment of under-qualified classical teachers in Recognised Secondary Schools.

The undersigned has to state that it is laid down in the Govt. Order. No. 772 -Edn(S) dated the 8th July, 1974 that the minimum academic qualification of teacher in a Recognised High School should be Pass Degree with such combination of subjects as would enable the teacher to teach the school course prescribed by the West Bengal Board of Secondary Education under the new curriculum. The revised staff pattern as prescribed in the said Govt. Order does not provide for appointment of a classical teacher of an assistant teacher exclusively for the teaching of a classical subject. Nevertheless it is observed that a good number of recognised High Schools have appointed classical teachers with classical degrees only after introduction of the re-organised pattern of Secondary Education. The services of such teachers can not be utilised in full. But the Schools are pressing hard for approval of such under-qualified teachers on the plea that they were either ignorant of the Govt.Order or such under-qualified teachers have been in service from a time prior to recognisation of the school as a high school for the first time from 1.1.74. or afterwards. In some specific cases, where the schools are reported to have no qualified teacher to teach the classical subject as a 3rd language in classes (vii) and (viii) and as an optional additional language in Classes IX and X have been pleased to allow approval of appointment of such under-qualified classical teachers as special cases in relaxation of the moral rules. It is requested that all recognised High Schools in his district should be directed once again not to appoint any under-qualified teacher exclusively for the teaching of a classical language. The cases of approval of appointment of such under-qualified classical teachers lying pending with his office should be forwarded to the grant-in-aid Section of this Directorate with all relevant papers with a short report in each individual case, as to whether the appointment has been made in a sanctioned post, whether the number of pupils offering the particular classical subject justifies such an appointment and whether the schools has on its existing staff any qualified approved teacher to teach that particular classical subject. The relevant papers should reach this office by the 31st March, 1981 at the latest after which no case will be considered by this directorate.

This should be treated as urgent.

Sd/- Illegible
for Director of Secondary Education

No. 769 Edn-(M) /7/81 Dated Calcutta the 11th March 1981.

From : Shri A. Mitra
Assistant Secretary to the Government of West Bengal

To : The Secretary
West Bengal Madrasah Education Board,

Sub: Postponment of the elections for the constitution or reconstitution of the Managing Committees of recognised Junior High, High and Senior Madrasahs.

Comment : Leave Rules for Madrasah Jr. High and Senior High should be followed as per general circular of the Government of West Bengal Education Department No.1541-Edn(s)/21-2/77 of 15th December, 1977. —Editor.

The undersigned is directed to say that the State Government under Notification* No.855-Edn (S) dated 23.12.80 have made Amendments to the Management of Recognised Non-Government Institutions(Aided and Un-aided) Rules, 1960. As the implementation of the said Amendments to the Management Rules may take some time, it has been decided by the West Bengal Board of Secondary Education to extend the term of the Managing Committees or the tenure of office of the Administrators of Secondary Schools, as the case may be, expiring either on 1.1.81 or on any subsequent dates upto 31.10.81 (not relaxable) for the purpose of completing the constitution or re-constitution of the Managing Committees with the election of office-bearers, or any date prior to 31.10.81 on which the election of office-bearers is held to complete the constitution or reconstitution of the Managing Committees, as per the Amended Rules, December, 1980.

The Management of Recognised Non-Government Institutions (Aided and unaided) Rules, 1969 have also been so long made applicable to the case of Junior High, High and Sr. Madrasahs. and that pending implementation of the same the term of the Managing Committees or the tenure of office of the Administrators of the recognised Junior High, High and Sr. Madrasahs as the case may be, expiring either on 1.1.81 or on any subsequent date, should be extended upto 31.10.81 (not relaxable) for the purpose of complete the constitution or reconstitution of the Managing Committee with the election of office bearers, or any subsequent date prior to 31.10.81 on which the election office-bearers is held to complete the constitution or reconstitution of the Managing Committees, as per the Amended Rules, 1980. Necessary instructions in this regard may please be issued to the Madrasahs concerned accordingly.

Sd/- Illegible
Assistant Secretary

WEST BENGAL MADRASAH EDUCATION BOARD

Circular No. Sr./Rec.-1/81 Dated : 10.4.81

From : The Secretary
West Bengal Madrasah Education Board.

To : The Heads of all Senior Madrasahs

Sub : Informations regarding landed property possessed by Senior Madrasahs.

Dear Sir,

You are requested to submit the following information to the Board by 30th April at the lattest :

1. Name of the Madrasah with postal address

2.(a) Particulars of the landed property owned by the Madrasah (Holding No., Khatian No, name of the Mauza and Area of the land.)

(b) Whether gifted to purchased by, or otherwise vested in the Madrasah.

(c) Particulars of the deed of gift, wakf, purchase (Deed No. date and place of registration, names of the executor and the beneficiary.)

3.(a) Income derived from the procedure of agricultural land vested in the Madrasah (Average yeild per acre to be mentioned.)

(b) Income from other sources :
(Seasonal collections like Rakat, Oshar etc.)

4. Hostel accomodation :

(a) Nature of Structure :
(pacca building/ mud built house etc.)

(b) No. of rooms :

(c) No of boarders :

(d) Whether boarding and lodging is free :

(e) Whether the entire income derived from land and other sources is expended in granting free boarding and lodging to meritorious/poor students.

Yours faithfully
Secretary,
West Bengal Madrasah Education Board.

WESTBENGAL MADRASAH EDUCATION BOARD

CircularNo. H.M./G.R./ 1/81 Dated : 10.4.81

From : The Secretary
West Bengal Madrasah Education Board.

To : All heads of High madrasahs

Sub : Admission of students in class IX & X of High Madrasahs.

Dear Sir,

Of late it has come to the notice of the Board that some Madrasahs send up inflated number of students for appearing in High Madrasah Examination. The reason generally put forward for such high number of students in Class X is large-scale admission of students from unrecognised Madrasahs on transfer. Your attention is drawn to the Board's Circular No. Ex/2/78 dated 20.11.78 on the strength of which you can admit students from unrecognised Madrasahs on transfer in Class IX. But you can no longer admit students Class X seeking transfer from such Madrasahs. Even at the time of admission in Class IX due regard should be given to the prevailing norms as regards the maximum number of students in a particular class.Whenever the number of students reaches 50 either in Class IX or in Class X no fresh admission should be made without prior permission of the Board in writing. The following information should be given while seeking such permission from the Board.

1. Present number of students of the class in which admission is sought .
2. Number of students promoted to the Class from the Class below.
3. Number of students not promoted to the higher class from the class concerned .

(A list of students showing : (1) Name, (2) Father's name,(3) Address, (4) Date of admission to the school, (5) Whether a promoted or a backlog,(6) Percentage of marks obtained in the last examination, is to be appended to the application and Appendix I.)

Particulars of the students seeking admission.

(A list of such students showing the (i) name (ii) father's name, (iii) address (iv) class in which admission is sought, (v) whether transfer certificate is produced and if so, a copy thereof to be supplied (vi) the reason, for ssecking transfer, (vii) the results of the admission test, should be appended to the application as Appendix II)

Any other particulars worth mention on receipt of such application a local enquiry will be held as early as possible and permission will be given in the sides of the candidates seeking admission are established beyond doubt.

Yours faithfully
Secretary
West Bengal Madrasah Education Board.

GOVERNMENT OF WEST BENGAL
WEST BENGAL MADRASAH EDUCATION BOARD

Circular No. HM/GR/ 2/81 Dated : 15.4.81

From : The Secretary,
West Bengal Madrasah Board

To : Heads of all High Madrasahs

Ref : Six monthly reports of enrolment of students in Class X in April and September each year.

Dear Sir,

You are perhaps aware that fresh admission in classes closing 15th February each year. Thereafter, admissions may be made on transfer certificates from recognised High Madrasahs up to August. No admission can be made after August without prior permission of the Board.

You are requested to send reports of enrolment in Class X each as in April and September on the following points :

1. Name, father's name, address and date of admission of students promoted to Class X.
2. Name, father's name, address and date of admission of students kept as backlog (not sent up).
3. Name, father's name, address and date of admission of students admitted afresh.
4. Name, father's name, address and date of admission of students admitted on transfer certificates from recognised High Madrasahs.

The reports should be sent in a cover superscribed "Six monthly reports of enrolment in Class X-198... session" and be addressed to Syed Akmal Hussain, Inspector of Madrasahs by name.

(Failure to comply with these directives will be veiwed seriously and will be constructed as wilful suppression of facts).

Yours faithfully
Secretary,
West Bengal Madrasah Education Board.

GOVERNMENT OF WEST BENGAL
DIRECTOR OF SECONDARY EDUCATION

No. 990 Sc/G Dated : 21st April, 1981

From : The Director of Secondary Education, West Bengal

To : The General Secretary ,
Paschimbanga Madrasah Shikshak Samity .

Sub : Approval of under qualified Superintendent in recognised senior Madrasah.

Dear Sir,

With reference to your Memo No. 50/81 dated 18.4.81 I have to state that as per Government order No. 1155- Edn (M) dated 29.8.80 qualification of the Superintendent of a recognised Senior Madrasah is M.M./ M.F. with 5(five) years teaching experience.

It is for your information that no candidate who does not possess the above qualification should be appointed superintendent in any recognised Senior Madrasah.

Yours faithfully,
Sd/- Illegible
for Director of Secondary Education, West Bengal

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
Misc. Branch

No.769-Edn-(M)X 5M-7/81 Dated : 11th May, 1981

From : Shri A. K. Mitra
Assistant Secretary to the Government of West Bengal

To : The Secretary,
West Bengal Madrasah Education Board.

Sub : Postponment of the elections for the constitution or re-constitution of the Managing Committee of Junior High, High and Senior Madrasah.

The undersigned is directed to say that the State Government under Notification No.855-Edn(S) dated 23.12.80 have made Amendments to the Management of Recognised Non-Government Institution (Aided and Unaided) Rules, 1969. As the implementation of the said Amendments to the Management Rules may take some time, it has been decided by the West Bengal Board of Secondary Education to extend the term of the Managing Committees or the term tenure of office of the Administrators of Secondary Schools, as the case may be, expiring either on 1.1.81 or on any subsequent dated, upto 31.10.81 (not relaxable) for the purpose of completing the constitution or re-constitution of the Managing Committees with the election of office-bearers or any date prior to 31.10.81 on which the election of office-bearers is held to complete the constitution or re-constitution of the Managing Committees, as per the Ammended Rules, December, 1980.

The Management of Recognised Non-Government Institutions (Aided and Unaided) Rules, 1969 have also been so long made applicable to the case of Junior

High, High and Sr. Madrasah and that pending implementation of the same the term of the Managing Committees or the tenure of office of the Administrators of the recognised Junior High, High and Sr. Madrasah as the case may be, expiring either on 1.1.81 or on any subsequent date, shouyld be extended upto 31.10.81 (not relaxable) for the purpose of completing the constitution or re-constitution of the Managing Committees with the selection of office bearers or any subsequent date prior to 31.10.81 on which the election of office bearers is held to complete the constitution or re-constitution of the Managing Committees, per the Ammended Rules, 1980. Necessary instructions in this regard may please be issued to the Madrasahs concerned accordingly.

Sd/-Illegible
Assistant Secretary

Circular No. 1 (MC) /1981 Dated, 16th September, 1981

From : The Secretary, West Bengal Madrasah Education Board.

To : Heads of all recognised Junior, Junior High, Senior Madrasahs under West Bengal Madrasah Education Board.

Sub : Constitution and Re-constitution of the Managing Committee of the Madrasahs recognised under this Board according to the Rules for Management of Non-Govt. Institutions (Aided and Unaided) 1969 as amended from time to time.

The undersigned has to inform him that the Rules for the Management of Non-Govt. Institutions (Aided and Unaided) 1969 as amended from time to time including the recent amendments contained in Govt. Notification No.855-Edn. (S) dt.23.12.80 and No. 640-Edn (S) dt. 24.6.81 are made applicable to the Madrasahs under this Board in its entirely in terms of Board's resolution in item No. 3 adopted in its meeting held on 9.9.81. The amendments made in the said rules by Board's resolution of item No. 1 of its meeting held on 29.5.1975 and communicated to him by Board's Circular No. 1/75 dated 29.6.75 hereby stands cancelled. The procedure for election as laid down by the West Bengal Board of Secondary Education in the light of the amended rules is made applicable to the Madrasahs under this Board without any change. In case of 2-class Junior Madrasahs of which no parallel can be found in the schools the number of guardians to be elected to the Managing Committee shall be two and two persons from the teaching and non-teaching staff of such Madrasahs should be elected to the Managing Committee.

The terms of the existing Managing Committee and administrators are extended upto 31.12.1981 to facilitate election of Managing Committees as per amended rules.

Secretary
West Bengal Madrasah
Education Board.

Amendment of the Procedure for holding election of members of the Managing Committee.

Amendment of Procedure 21 (b)

In 21 (b) after the words " acknowledgement due" the following words have been added vide Board's Circular No. S/ 35 dated 2.2.83 (Add in the 6th line of page 154).

"With the request to send the name of a nominee of Local Panchayet within 80 days from the date of election of Guardian members on the Committee."

Re-arrangement of Paragraph 25(b) and 25 (c) of the Procedure for holding election of the Managing Committee, vide Board's Circular No. 8/36 2.2.83.

25(c) will be read as 25(b)

25 (b) will be read as 25 (c)

In the 7th line of page 156 after the words

"The convenor of the Meeting"

the following words shall be added .

"in respect of 25(a) and 25 (b)

GOVERNMENT OF WEST BENGAL
DIRECTORATE OF SECONDARY EDUCATION

Memo No. 3110- Sc/G Dated, 23.9.81

From : The Director of Secondary Education , West Bengal

Sub : Inspection of unrecognised Senior Madrasahs

The undersigned has to request him to pay a visit to the Madrasahs named below and furnish a report in respect of each stating *inter alia* therein the bonafide enrolment, date of actual establishment, nature of documents on which the date of birth of students have been recorded.

The report should also contain the following items of information :

(1) Class-wise enrolment

(2) Details of teachoing & non-teaching staff.

(3) Available rooms for holding classses and for other purpose.

(4) Descriptions of buildings.

(5) Area of the School premises. Whether purchased by registered deed.

(6) Total land of the school available for cultivation or for other useful purposes, whether purchased by regd.deed.

(7) Fund position-Reserve Fund, General Fund etc.

(8) Details of sanitary arrangements for boys and girls.

(9) Names of neighbouring recognised institutions within a distance of 8 K.M.

(10) Furniture, equipments and library books etc.

The inspection report in duplicate may please be sent to Shri A.K. Das O.S.D. Madrasah Education by name within a month.

Sd/- Illegible
For director of Secondary Education ,
West Bengal

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
Budget Branch

No. 220-Edn (B)/ IM-25/82 Dated, 29.5.82

From : Shri A. K. Patnaik, I.A.S.
Deputy Secretary to the Govt. of West Bengal

To : The Director of Public Instruction ,West Bengal

Sub : Revision of Scales of pay of the teaching and non-teaching employees of Senior Madrasahs.

Ref : G. O. 372-Edn-(B) dated 31.7.81.

The undersigned is directed to say that the Governor has been pleased to direct that in the sponsored and aided recognised Senior Madrasahs all whole-time occupants of the posts on the existing scale of pay as described in Column(2) and (3) respectively of Annexure I shall with effect from 1.4.81 be entitled to draw pay in the revised scales of pay as shown against each of the posts in Column (4) of the said Annexure.

The principles laid down in G.O. No. 492 (6) -Edn(B) dated 26.10.81 regarding fixation of pay in the revised scales of pay should be followed in the case of Senior Madrasahs.

The conditions laid down in paras (4), (5) and (6) of the G.O. No.372-Edn (B) dated 21.7.81 should be followed in the case of Senior Madrasahs.

The incumbents of the posts will exercise option within the date specified by Government from time to time .

The incumbents will draw allowances as admissible under the rules and sanctioned by Government .

This order issues with the concurrence of the Finance Deptt. vide. their U.O. No. Group J/617 dated 25.5.82.

All concerned have been informed.

31.5.82

Sd/- Illegible
Deputy Secretary

ANNEXURE

Sl. No.	Name of the post	Existing pay scale/Spl. pay/ Administrative pay/Allowances etc.	Revised scale of pay
1.	2.	3.	4.
1.	Asstt. Teacher	i) Rs. 300-750/-	i) Rs. 440-20-560-25-785-35-1050-40-1170/- (for pass Graduate or equivalent, i.e. MM/M.F.). ii) Rs. 300-10-400-15-565-20-685/- (for under Graduate or equivalent i.e. Fazil).
2.	Cleark	Rs. 220-350/-	i) Rs. 300-10-400-15-565-20-685/- (for matriculates). ii) Rs. 260-7-295-8-311-10-421-12-481-14-537/- (for non-Matriculate).
3.	Class IV staff	Rs. 135-180/-	Rs. 200-5-260-6-308-7-364-8-388/-
4.	Superintendent (Head of the institution)	Special pay at the following rates in additoin to usual scale of pay i) Alim Madrasahs - Rs. 50/- P.M. ii) Fazil Madrasahs - Rs. 75/- P.M. iii) M.M. Madrasahs - Rs. 100/- P.M.	Pay as teacher according to qualification plus usual special pay as now exists as shown in Column 3

Sd/- Illegible 31.5.82
Deputy Secretary
Education Department

GOVERNMENT OF WEST BENGAL
DIRECTORATE OF SECONDARY EDUCATION

Memo No. 888 O/G Date, 12.1.83

From : The Directorate of Secondary Education, West Bengal

Sub : Appointment of classical Teacher in Junior High Madrasahs.

In reference to the subject noted above the undersigned has to state that a classical post of a teacher may be filled up by a Graduate with Arabic as a combination Subject or M.M.

This is for his information and necessary action.

Sd/ -Illegible
for Director of Secondary Education ,
West Bengal

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
Misc Branch

No. 82-Edn (M) Date, 31.1.83

From : Sri R. Chowdhury
Assistant Secretary to the Govt. of West Bengal

To : The Director of Secondary Education, W.B.

Sub : Clarification in respect of Memo No. 220 -Edn (B) of 29.5.82. regarding Scales of the teaching and non-teaching staff of the recognised Sr. Madrasah.

With reference to his Memo No. 2682-Sc/ G dt. 17.9.82 and in continuation of this dept. Memos No. 1881-Edn(M) dt. 18.12.82 on the subject mentioned above the undersigned is directed to say that this department G.O.No. 220 -Edn (B) dt. 29.5.82. Sanctioning revised scales of pay for the staff of the Sr. Madrasahs is self explanatory . In this said G.O revised scale have been sanctioned for the staff of the Senior Madrasah on the basis of the qualification. So, the teaching and non-teaching staff of the Senior Madrasah may accordingly be allowed revised scales of pay sanctioned for each category of staff.

Sd/- R. Chowdhury
Asstt. Secretary

WEST BENGAL MADRASAH EDUCATION BOARD

No. 2398 Date : 11.11.83

From ; The Secretary,
West Bengal Madrasahs Education Board.

To : The Deputy Secretary to the Government of West Bengal

Sub : Rervised staff pattern of Senior Madrasah Education system from I-X Alim course under re-oriented syllabus.

Sir,

I am to forward herewith the model staff pattern for Classes I-X of Alim Madrasahs prepared by Syllabus Sub-Committee of West Bengal Madrasah Educa-

tion Board and approved and recommended to the Government for approval by the West Bengal Madrasah Education Board in its meeting dated 21.10.83.

In this connection it may be stated here that the re-oriented curriculum and syllabi for Alim 1st and 2nd year classes (i.e. IX and X) has been approved by the Government under No 1115-Edn-(M) dated the 8th September 1983 and that the re-oriented curriculum and syllabi for Junior Classes (i.e. Classes I to VIII) has already been introduced in the Alim Senior Madrasahs with effect from 1981.

Yours faithfully
Sd/- Illegible
Secretary

Staff statement of Alim standard Senior Madrasah as per revised staff pattern with effect from 1.1.1981.

				No. of posts sanctioned as per Govt. order No. 1155 dt.	
(a)	Superintendent	:	H.M.	: 1	: 1
(b)	Asst. Teacher	:	M.M./F.M.	: 7	: 7
(c)	Asst.Teacher	:	B.A./B.Com	: 3	: 2
(d)	Asst. Teacher	:	B.Sc.	: 2	: X
(e)	Asst. Teacher	:	Under-graduate	: 4	: X

High Madrasah/Madhyamik/School Final/Higher Secondary/F.M./Alim under re-oriented syllabus.

				17	10
(f)	Clerk	:	Higher Secondary /High Madrasahs	: 1	
(g)	IV class staff	:		: 2	

New staff required

(a)	Asst. Teacher	:	B.Sc.	: 2
(b)	do	:	B.A./B.Com.	: 1
(c)	do	:	Under graduate	: 4
				7

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
Misc Branch

Date : 21.11.1983

No. 1459- Edn (M)

From : Shri S. Ghosh
Deputy Secretary to the Govt. of West Bengal

To : The Secretary
West Bengal Board of Secondary Education

Sub : Determination of the equivalence of Alim Examination of Senior Madrasahs.

Sir,

I am directed to say that the State Govt. on the recommendation of an Expert Committee constituted by it has approved of the re-orient a curriculum and syllabi for Junior, I to Junior VIII classes, Alim 1st and 2nd year classes (i.e. classes IX and X) Fazil Pt.1 course (two year course) Fazil Pt. II course (two year course) and ML/MF/MU courses (each of two year's duration) for the recognised Senior Madrasah in West Bengal.

The aforesaid committee has also recommended *inter alia* that Alim Examination be considered as per with Madhyamik Examination Fazil Pt.I with Higher Secondary Examination Fazil Pt.II with Bachelor Degree Examination and MF/M/MU with Master's Degree Examination.

In this connection it may be stated that one of the terms of reference at the committee was to study the standards of Education imparted through different categories of Sankar Madrasahs and determine their equivalence in relation to the universal system. It may also be stated here that Sr. Madrasah are of secondary type.

I am now to request that the veiws of the West Bengal Board of Secondary Education on the Committee's recommendation for declaring the Alim Examination of Senior Madrasahs as equivalent to the Madhyamik Examination of the Board may kindly be furnished to this Deptt. for information of Minister of State (Primary & Madrasah Examination). A copy of this relevant syllabus (Jr. I to Jr. VIII) classes and Alim 1st & 2nd classe).

An early reply will be appreciated.

Yours faithfully.
Sd/- S.Ghosh
Deputy Secretary.

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
Secondary Branch

No. 477-Edn(S)/4A- 24/84 Date : 26.4.84

From : Shri S. Ghosh.
Deputy Secretary to the Govt. of West Bengal

To : The Director of School Education, West Bengal .

Sub : Appointment of teachers in Madrasahs.

The undersigned is directed to say that under the present system the appointment of the teachers for the High/Junior High/ Senior Madrasahs is made with the approval of the West Bengal Madrasah Education Board. However in practice, it is reported the authorities of the High/Junior High/ Senior Madrasah appoint teachers first and thereafter obtain approval of the West Bengal Madrasah Education Board.

After careful consideration, it has now been decided by the Government that such practice should be discontinued forthwith. No appointment of teachers in

recognised High/Junior High /Senior High Madrasah shall henceforth be made, without or prior approval of the West Bengal Madrasah Education Board.

All concerned should be informed accordingly.

Sd/- S.Ghosh
Deputy Secretary.

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
Misc.Branch

No. 951 -Edn-(M) Date 22.8.84

From : Shri R.N. Chakraborty
Deputy Secretary to Govt. of West Bengal

To : The Director of School Education, West Bengal

Sub : Report about endowment Funds /Properties held by the recognised Senior Madrasahs in West Bengal.

The undersigned is directed to say that before introduction of the uniform scales of pay for the teaching and non-teaching staff of the recognised Senior Madrasahs with the financial assistance from the State Government in terms of G.O. No. 1155-Edn (M) dt. 29.8.80 (Sustituted), the recognised Sr.Madrasahs were mostly run with the income of the Endowment Fund /Properties still exist by the extent of assistance now being a valid of by the Senior Madrasahs is not known to the Government.

The State Government should like to have a report about the extent of Endowment Funds /Properties held by the recognised Senior Madrasahs and the annual income thereform for the last three years as well as how the annual income has been utilised.

As early compliance will be much appreciated.

Sd/-R.N.Chakraborty
Deputy Secretary.

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
Misc. Branch,

No. 973 Edn (M) Date : 30.8.84

From : Shri R.N.Chakraborty ,
Deputy Secretary to the Govt.of West Bengal.

To : The Director of School Education, West Bengal.

Sub : Permission for arrangement of training of the Graduate Teachers serving in recognised Senior Madrasahs in West Bengal.

Ref : G.O. No. 853 -Edn (M) ,date 9.7.84.

The undersigned is directed to say that it has been reported that some Graduate Teachers of recognised Senior Madrasahs had already joined the Training Colleges for undergoing training on deputation during the session 1984-85 as a very special

case with the approval of the competent authority, prior to the issue of the G.O. under reference.

In the circumstances stated, the Governor is pleased to direct that the Graduate Teachers of recognised Senior Madrasahs who had already joined the B.T./B.Ed Course for undergoing training during the session 1984-85 prior to the issue of the said G.O., may be allowed to continue the training as deputed Teachers at Government cost.

Sd/- R.N.Chakraborty,
Deputy Secretary.

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
Misc Branch.

No. 1278-Edn (MO) Date : 29.10.84

NOTIFICATION

The Governor is pleased to nominate the following persons as the President and the members of the West Bengal Madrasah Education Board in persuance of this Department Resolution No. 211-Edn(M) dt. 2.2.73 read with this Department Notification Nos 968- Edn(M) dt 7.6.79 and 1277-Edn(M) dt 29.10.84 :

1. Prof. Mustafa Binkashim, Vill & P.O. Nahalpara, P.S. Bashirhat, Dist. 24 Parganas.	President Under Sl.No(I) para 2 of Resolution No. 211 -Edn (M) dt. 2.2.73.
2. Shri Shabib Mustafa, M.L.A. Malda, Maheshmati, P.O. & Dist. Malda—Member.	
3. Shri Md.Nizamuddin, M.L.A Entally 22H/6, Linton, Street, Calcutta -14 - Member.	Under SI. NO.(5) to (7) of para 2 of the Resolution
4. Shri Abdus Sobhan Ghazi, M.L.A. Vill. Ramchandrapur, P.O. Dakshin Barasat, Dist, 24-Paraganas —Member.	
5. Janab Kalimuddin Shams, Dy. Speaker, West Bengal Legislative Assembly, 6, Maulana Md. Ali Rd. , Calcutta -23- Member.	Under SI. Nos. (9) and (10) of para 2 of the Ressolution.
6. Dr. Abdus Subhan, M.A., Ph.D. Head of the Department of Persian , Maulana Azad College, Calcutta —Member.	
7. Shri Shabidul Alam, Teacher, Aurangabad High Madrasah, Murshidabad—Member.	Under SI.Nos (11) and (12) of para 2 of the Resolution
8. Sk. Nurul Haque, Headmaster, Hatiara High Madrasah, Cal -59—Member	

9. Janab A.M.K.Masumi, Teacher, Senior Madrasah. 33/1/1C, Beniapukur Road. Calcutta-14 -Member.	Under SI.Nos 13 and 14 of para 2 of the Resolution
10. One teacher of a recognised Senior Madrasah -Member (To be notified later on)	
11. Md. Saufulla Sarkar, Teacher, Konnagar Junior High Madrasah, P.O. Raninagar, Dist Murshidabad—Member	Under Sl. No. 15 of para 2 of the Resolution

The term of the newly constituted Board shall be for a period of three years w.e.f. 1.11.84.

The Governor is also pleased to order that the newly nominated members of the madrasah Education Board should take over the charge immediately and that the Secretary of the Board should convene immediately the first meeting of the Board with the newly nominated members along with the Ex-Officio members and the representative of the West Bengal Board of Secondary Education.

By order of the Governor

Sd/- R.N.Chakraborty
Deputy Secretary

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
Budget Branch

No. 312 -Edn (B) 1M -25/82. Date, 5.12.84

From : Shri M.M. Sinha Roy,
Deputy Secretary to the Government of West Bengal

To : The Director of School Education, West Bengal

Sub : Revision of pay scales of undergraduates teachers of sponsored and aided recognised Senior Madrasahs

Ref : His Memo No. 159-Sc /G dt. 19.1.84

In partial modification of the G.O. No 220 Edn-(B) dt. 29.5.82 the undersigned is directed by order of the Governor to say that the Governor is pleased to allow the revised scale of Rs 360-.815/- to the approved Assistant teachers having the marginally noted qualifications, attached to sponsored and aided recognised Senior Madrasahs with effect from 1.4.81 (1) Under Graduates or equivalenr, i.e. Fazil.

The incumbents of the above mentioned posts who were in service on 31.3.81 shall be allowed to exercise option within 60 days from the date of issue of this order.

In the matter of their pay in the aforesaid revised scale, the principles laid down in G.O. No. 492 (6) -Edn (B) dt. 26.10.81 shall apply mutatis mutandis.

This order issues with the concurrence of the Finance Department vide their U.O. No. Group B/1264 dt. 2.8.84.

All concerned have been informed.

Sd/- M.M.Sinha Roy
Deputy Secretary

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
Secondary Branch

No. 532-Edn (S) 4A- 24/84 Date : 6.4.85

From : Shri A.K. Palit
Assistant Secretary to the Govt. of West Bengal.

To: The Director of School Education, West Bengal

Sub : Appointment of teachers in madrasah

Ref: Memo No. 897- Edn (S) and Date Memo No. 281-Sc dt.5.2.85

The undersigned is directed to say that in Suspension of all previous orders in this respect, the Governor is pleased to direct that following guidelines may be followed strictly with immediate effect in regard to the appointment of teachers in recognised Madrasahs in this State :

(i) All the procedures for appointment of teachers in the Madrasah (Junior High, High and Senior) should follow the rules for appointment of teachers in recognised and aided Secondary Schools.

(ii) The panel of teachers for appointment in the Madrasah should be prepared following the relevant rules in respect of aided secondary schools

(iii) The approval of the panel so prepared should be obtained from the District Inspector of Schools (SE), concerned.

(iv) Prior permission for filling up of all posts fallen vacant due to resignation, death or retirement of teachers should be obtained from the District Inspector of Schools (Secondary Education) concerned.

(v) Prior permission for appointment to additional posts of teachers should also be obtained from the District Inspector of School (Secondary Education concerned)

(vi) Final approval of appointment of all teachers in the Madrasahs should be obtained from the West Bengal Madrasah Education Board.

It is requested that necessary instructions may please be issued immediately to all concerned so that the appointments of teachers in Madrasahs made on the basis of the above guidelines.

Sd /- A. K. Palit.
Assistant Secretary

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
Misc Branch.

No.775- Edn (M)/5H -4/84 Pt. Date : 8.7. 1985

From : Sri R.N.Chakraborty,
Deputy Secretary to the Govt. of West Bengal

To : The Director of School Education, West Bengal

Sub : Permission for arrangements for training of the Graduate Teachers serving in recognised Senior Madrasah in West Bengal .

Ref : His Memo. No. 983-Sc/G dated 15.5.85

In continuation of G.O. No. 853-Edn (M) dt. 9.7.84 read with G.O. No. 973 -Edn (M) dt. 30.8.84 the undersigned is directed to say that the proposal for arrangements for the training of the Graduate Teachers of Senior Madrasah have been reviewed. It has been decided by the Govt. that the Graduate teachers of recognised Senior Madrasahs like the Graduate Teachers of aided Secondary schools should be deputed for admission to the B.Ed/ BT course of the Teachers Training Colleges/ Institutes to improve their teaching methods.

The Governor is now pleased to direct, in modification of G.O. No.653-Edn (M) dt.9.7.84, that not more than Ten Graduate of recognised Senior Madrasahs should be deputed every year for admission to the B.Ed/B.T Course of the Teachers Training Colleges/ Institutes from the academic session 1985-86 subject to the fulfilment of the following conditions for the selections of the deputed teacher candidates from recognised Senior Madrasah.

(1) Selection of deputed teacher candidates should be made on the basis of their length of approved service in recognised Senior Madrasahs ;

(2) When the lengths of approved service be the same, priority would be given to those with post-graduate qualification and then to the Hons graduates over others;

(3) When the lengths of approved service and qualification be the same, priority should be determined on the basis of average of the percentage of marks secured in different examinations starting from the Madhyamik examination or its equivalent.

The charge will be debited to the head "G A/Teachers" Training in the 277-Education Budget.

Sd/- R N Chakraborty
Deputy Secretary

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
Education (S) Branch

No. 1322- Edn(S) 3S-24/84 Dated 20th August, 1985

From : Shri A.K.Palit,
Assistant Secretary to the Govt. of West Bengal.

Sub : Recognition of Maadrasah in West Bengal with effect from 1.1.1984.

The undersigned is directed to refer to this Department No.847/1(2)-Edn (s) dated 21st May, 1985, on the subject mentioned above and to request that the copies of the Inspection Reports in respect of the High Madrasah of Murshidabad district and Junior High Madrasah of Nadia district indicated in the annexture may please be sent to the West Bengal Madrasah Education Board under intimation to this Department as these are not available in this Department.

Sd/ -A.K. Palit,
Assistant Secretary

WEST BENGAL MADRASAH EDUCATION BOARD

Memo No. 438 Dated, Calcutta, 9th September, 1985

From : The Secretary, West Bengal Madrasah Education Board.

To : The Heads of all Recognised,
High/Jr. High and Senior Madrasah in West Bengal

Sub : Eligibility of the Additional Teacher to contest in the election of the Teachers' representative of the Managing Committee.

In terms of the resolution adopted in the meeting of the West Bengal Madrasah/Education Board held on 3rd August, 1985, I am to inform you that the teachers (wholetime) appointed in the sanctioned additional posts of a Madrasah and subsequently absorbed on substantive basis under the order of the competent authority be regarded as eligible for contesting in the election of the teachers' representative of the Managing Committee provided this Board accords approval of their appointment before their absorption on *substantative* basis. The additional temporary teachers appointed for limited period i.e., for 2 years, however, be not allowed either to vote or to contest in the election of the Managing Committee.

Sd/- Z. Hyder
Secretary, West Bengal Madrasah Edn. Board,

GOVERNMENT OF WEST BENGAL
DIRECTORATE OF SCHOOL EDUCATION

No. 1734-SC/G/OM-17G/81(Pt.) Dated, the 19th Sept.'85

From : The Director of School Education, West Bengal.

To : The Secretary
West Bengal Madrasah Education Board,

Sub : Appointment in the Post of Arabic teacher on deputation vacancy.

Ref : His Office Memo. No 198 (App) dt. 21.12.84.

With reference to the subject noted above, the undersigned has to state that no approval should be accorded to the appointment of M.M./F.M. passed teacher as substitute in the deputation vacancies.

Sd/- A. K. Roy
for Dirctor of School Education
West Bengal

GOVERNMENT OF WEST BENGAL
DIRECTORATE OF SCHOOL EDUCATION

Memo No. 1540/Scg OM-17-G-81 (Part) Dated 16.12.85

From : The Deputy Director of Secondary Education (I)
West Bengal.

To : The District Inspector of Schools (S.E.),
Purulia, P.O.and Dist. Purulia.

Sub : Pay Scale of M.M.passed teachers serving in recognised Senior Madrasah in West Bengal.

In reference to the subject noted above the undersigned has to inform him that the teacher, having M.M. qualification serving in a recognised Senior Madrasah may be sanctioned with the pay scale of Rs. 440-1170/- as per G.O. No. 220 Edn (B) Dt.29.5.82.It is learnt that all teachers having M.M.qualifications are not in receipt of the salary as per above pay scale. So the undersigned requests him to pay the teacher concerned as per G.O.

Sd/- A.K.Roy
Dy. Director of Secondary Education
West Bengal

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF SCHOOL EDUCATION

Memo No. 405(16)/SC/S 7B-4-S/85 Dated, 12.2.86.

From : Director of School Education, West Bengal.

To : The District Inspector of Schools (S.E.)

Sub : Recognition of Junior High and High Madrasahs in West Bengal.

He is requested to inspect along with the District Level Team Madrasah seeking recognition/upgradation and prepare a list of Madrasahs of the district on merit basis in accordance with the eligibility of the Madrasahs for recognition/ upgradation and the date of establishement of the Madrasahs, indicating the order of refernce. Unrecognised Jr.High Madrasahs established upto 1975 will be considered for recognition as Jr.High madrasahs and the Madrasahs recognised as Jr.High madrasahs upto 1980 will be considered for upgradation as High Madrasahs.

The recommendation of District Level Inspection Team along with the Inspection Reports, in triplicate, drawn in the new form should reach this Directorate by 20.2.86 positively. The Inspection Reports submitted in the previous year with recommendations of District Level team may also be submitted in triplicate in new forms.

A. K. Roy
for Directorate of School Education
West Bengal

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
Misc.Branch.

No. 625-Edn (M) 5M -14/83 Dated 31st March, 1986.

From : Shri A.C.Chakravorty,
Deputy Secretary to the Govt. of West Bengal.

To : The Director of School Education, West Bengal .

Sub : Sanction of revised staff pattern of Senior Madrasahs (Class 1 to X) under the re-oriented syllabus.

Ref : D.S.E. is Memo. No. 11 SC/G dated 3.1.84

The undersigned is directed to say that in terms of Government Order No. 1155 Edn (M) dated 29.8.80 (substituted), the State Government introduced with effect from 1.4.80 the scales of pay for the approved whole-time teaching and non-teach-

ing staff of the recognised Senior Madrasahs in the State subject to some conditions stated therein. The existing staff pattern of the recognised Senior Madrasahs of all categories viz. Alim, Fazil and M.M. Madrasahs, was also stated in the aforesaid Government Order.

2. In terms of Government Order No. 1910-Edn (M). dated 8.7.81 read with Government No. 1115 Edn (M) dated 8.9.83 the State Government approved of the reoriented syllabi for Junior-1 to Junior-VIII classes, Alim, 1st and 2nd year classes, Fazil Part-1 course (2-year course), Fazil part II Course, (2 year course) and MM/MF/MU Courses (each of two years' duration for the reoriented Senior Madrasahs in the State. The said re-oriented syllabus is being introduced upto Alim course in phases in the recognised Senior Madrasahs from the session 1981 with the direction to introduce the same in the next higher class each year. In accordance with the said direction, the re-oriented syllabus has so far been introduced upto class VI. In this process the entire reoriented syllabus for classes 1 to X (Junior I to Junior - VIII and Alim 1st and 2nd year classes) will be introduced in these institutions from the acadamic session 1990.

3. With the introduction of the re-oriented syllabus as aforesaid and the consequent increase in the total workload, it has become necessary to provide additional teachers for each of the recognised Senior Madrasahs. After careful considerations it has been decided that there should be four additional teachers - 3 Graduates and one Under-Graduates for each of the recognised Senior Madrasahs. The Governor, is, therefore pleased to direct that four additional posts of teacher, as per details given below, should be admissible to each of the recognised Senior Madrasahs for teaching the general subjects in Classes I to X (Junior I to Junior VIII and Alim 1st and 2nd year classes) under the recognised syllabus :

(a) For classes I to IV- Under Graduate- I (one) with at least a Pass in Higher Secondary or its equivalent .

(b) For classes V to X -3(three) graduates, viz.

(i) B.Sc. 1 (one) having Mathematics, Physics & Chemistry as combination subjects.

(ii) B.Sc.- 1 (one) having Biological Science as one of the combination subjects.

(iii) B.A. -1 (one) having English and Bengali as compulsory or combination subjects.

4. The full strength of teaching staff as per the staff pattern now being sanctioned will be admissible from the academic session 1990 when the entire reoriented syllabus will be introduced upto class X i.e. upto Alim 2nd year class. Now that the said reoriented syllabus has been introduced only upto class VI, appointment may be made for the present of the additional under graduate teacher for teaching general subjects in classes I to IV and one of the additional Science graduate teacher for teaching general subjects in classes V to X under the reoriented syllabus in each of the recognised Senior Madrasahs. These two appointments may be made with effect from 1.4.86 or as soon as possible thereafter. The other additional post of science graduate teacher may also be filled up with effect from 1.1.87. The remaining post of Arts graduate teacher should not, however, be filled up before 1.1.83.

5. Prior permission of the concerned District Inspectors of schools (S.E) as also final approval of the West Bengal Madrasah Education Board for the appointments of the additional teachers should be obtained in accordance with the guidelines laid down in Government Order No. 532-Edn (S) dated 6.4.85. Before giving such permission the District Inspector of Schools (S.E.) should make necessary enquiries to ensure that the prescribed teacher student ratio is maintained in the Madrasahs, the selection of teachers is made in accordance with the prescribed procedure and the teachers selected by the Madrasahs process the prescribed qualifications. They are also to earlier that all the other guidelines as laid down in the Government Order No. 532-Edn (S) dated 6.4.85 (copy enclosed) are strictly complied with.

6. The charge will be not from the provisions under the head "C- Special Education -II. Promotion of Modern Indian Languages and Literature -State plan (Seventh Plan) -Improvement and developement of Madrasah Education- Grants-in-aid/contributions in the Education (excluding Sports and Youth Welfare) Budget wherein adequate provision will be made from the next financial year (1986-87).

7. This order issues with the concurrence of the Finance Department, vide their U.O.No. Group 8/592 dated 4.3.86.

8. The pay & Accounts Officer, Calcutta Pay & Accounts Office, and the Accountant General, West Bengal have been informed.

Sd/- A.C. Chakraborty ,
Deputy Secretary

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
Misc. Branch

No.874-Edn(M) Date : 20.6.86.

From : Shri A.K.Palit, Assistant Secretary to the Govt. of West Bengal.

To : The Director of School Education, West Bengal

Sub : Inspection of the recognised Senior Madrasah in the district of Murshidabad.

Ref : The D.S. E.'s Memo No. 79-Sc/G dt. 14.1.86.

The undersigned is directed to invite a reference to this Department Memo No. 1538-Edn (M) dt.8.11.85. addressed to the District Inspector of Schools (SE), Murshidabad, a copy of which has been addressed to the Director of School Education on the subject mentioned above and to request him that the particulars, asked for therein, may please be furnished the Department along with the veiws of the Directorate thereon at a early date.

In this connection, it may be stated that the Government has received a report to the effect that the teachers of Senior Madrasahs are being allowed higher scales of pay on the basis of improvements of qualification as per provisions of G.O No. 372- Edn (B) dt. 31.7.81. This G.O is however, applicable to the staff of non-Government Secondary schools and High Madrasahs and not to the staff of Senior Madrasahs for which seperate G.O.'s have been issued vide G.O No. 1155-Edn (M) dt 29.8.80 (substituted) read with M.O Nos. 220-Edn(B) dt. 29.5.82 and 212-Edn (B) dt. 5.12.84. As such, the question of granting higher scales of pay to the teachers of Senior Madrasahs does not arise.

It is, therefore, requested that an enquiry into the matter may be made to ascertain the exact position. All such cases where there scales of pay, if any, have been allowed to the teachers of Senior Madrasahs for improvement of qualifications may please regularised immediately.

Necessary instructions in this regard may please be issued to the District Inspector of Schools (SE) and other concerned .

This may please be treated as extremely urgent.

Sd/- A.K.Palit,
Assistant Secretary.

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
Misc Branch

No. 882-Edn (M) Date : 23.6.86.

From : Shri A.K.Palit,
Assistant Secretary to the Govt. of West Bengal.

Sub : *Sanction of ex-gratia grant to the approval whole time teaching and non-teaching staff of recognised Senior Madrasahs during 1986.*

The undersigned is directed, by order of the Governor, to say that in order to provide some releif during the ensuing festivals, the Governor has been pleased to to sanction an ex-gratia grant of Rs. 200/- (Rupees two hundred) only to each of the approved whole-time teaching and non-teaching staff of Senior Madrasahs in West Bengal, whose emoluments for the month of April 1986 did not exceed Rs,. 2,500/-

2. The word 'emoluments' used above for the purpose of drawal of ex-gratia payment will include basic pay, personal pay, special pay, dearness pay, dearness allowance, additional dearness allowance and deputation (duty allowance).

3. Ex-gratia in respect of Muslim employees sanctioned above will be disbursed to the employees immediately. In respect of the non- Muslim emlpoyees ex-gratia grant will be disbursed with the salary for the month of September, 1986 and such disbursement should be completed before 31.12.86.

4. The charge will be debited to the appropriate head in the current year's budget from which grant for payment of salaries of teaching and non-teaching of Senior Madrasahs is met.

5. This order issues with the concurrence of the Finance Department vide their U.O.No. Group 'P' 1546 dt. 19.6.86

6. The Accountant General, West Bengal and the Pay & Accounts Officer, Calcutta Pay & Accounts are being informed.

Sd/- A. K. Palit (Assistant Secretary)

GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT INSPECTOR OF SCHOOLS
SECONDARY EDUCATION, MURSHIDABAD

From : The District Inspector of Secondary Education,
Murshidabad.

To : The Superintendents all approved senior Madrasahs of Murshidabad District.

Subj : Drawal of higher Scale pay due to subsequent improvement of qualification by passing M.M/B.A. Examination, after 1.4.81.

Ref : Assistant Secretary to the Govt. Of West Bengal's Memo No. 873-Edn (M) dated 20th January,'1986.

With reference to the Memo. quoted above the undersigned informs him to submit a statement within fifteen days from the date of receipt of this letter, in the prescribed proforma given below. This should be treated as extremely urgent.

District Inspector of Schools
(Secondary Education), Murshidabad.

Proforma :

1. Name of the Senior Madrasah
2. Name with academic & Professional qualification of the teacher prior to 1.4.1981 as per staff Pattern according to the G.O.No. 1155-Edn(M) dated 29.8.80.
3. Name of the teaching staff who has improved their qualification by passing M.M./B.A Examination after 1.4.1981.
4. A statement of such teachers who have improved their qualification after 1.4.81 and drawing M.M./Graduate teacher's Scale of Pay upto 31.7.86 and excess amount drawn thereby for the period (after i.e. 1.4.81 to 31.7.86).

District Inspector of Schools
(Secondary Education), Murshidabad.

GOVERNMENT OF WEST BENGAL
FINANCE DEPARTMENT
Audit Branch

No. 11048-F. Calcutta, the 29th October, 1986.

MEMORANDUM

The Governor is pleased to order that all recognised Sr. Madrasahs shall be included in the scheme for payment of salaries to teaching and non-teaching staff of Non-Government schools in terms of rule 14 of Appendix 3 of West Bengal Treasury Rules, Vol II with effect from 1st November, 1986 (i.e. in respect of salaries for the month of November, 1986) onwards. The Treasuries will be required to prepare a separate bill for drawing these charges as the Head of Account will be different from those relating to Secondary Schools.

Sd/- G. N. Chatterjee
Deputy Secretary, Government of West Bengal
Calcutta, the 29th October, 1986.

WEST BENGAL MADRASAH EDUCATION BOARD.

No. 1061/86 Dated : 6.11.86

From : The Secretary
West Bengal Madrasah Education Board.

To : The Heads of all Senior Madrasahs under this Board.

Sub : Permission for introduction of Co-education in Senior Madrasahs.

In terms of the decision taken in the meeting of the Board held on 21st October, 1982, I am directed to inform you that the Board is pleased to grant permission for introduction of Co-Education in Classecs I-V of all recognised Senior Madrasahs w.e.f. 1.1.81.

Necessary action may accordingly be taken.

Sd/- Secretary
West Bengal Madrasah Education Board.

GOVERNMENT OF WEST BENGAL OFFICE OF THE DISTRICT INSPECTOR OF SCHOOLS SECONDARY EDUCATION

South 24-Parganas, 60A, Chowringhee Road, Calcutta -20

No. GA/544 Dated, 28/11/86

From : The District Inspector of Schools (SE) South 24-Paraganas.

Sub : Recommending Madrasah Schools for Upgrading /Recognition .

Ref : His Memo No. 405(16) Sc/S dt. 12.2.86
This Office Memo Nos. (i) 83 /HG/S dt. 13.3.85
(ii) 165/HG/S/dt. 25.4.85
(iii) GA/416 dt. 15.6.85.

Referring to the above the undersigned has to state that proposals for upgrading/ recognising Jr. High Schools in the District of 24-Parganas have been submitted to him with necessary recommendation of the District Level Inspecting Team and Inspection reports in support of each and every such Madrasahs in this office memo was quoted above. Altogether 19 (nineteen) cases had been sent to him, for denovo recognition and upgrading (9 Cases for upgrading and 10 cases for denovo recognition as Jr. Madrasah). But none of the Madrasah have been granted recognition and /upgrading.

It appears from the Memo No.405 (16) Sc/dt.12.2.86 that those cases need be resubmitted supported with the inspection reports in the revised new proforma.

But the District has been divided into two separate independent Revenue, Administration and Educational districts viz. North 24-Paraganas and South 24-Paraganas. Such being the fact the present District Level Inspecting Team finds it difficult to function as the Team thinks that consequent upon the division of the district, the old Team meant for undivided District becomes virtually defunct.

In the premises, the reports in favour of the Madrasah recommended in this office memo No. quoted above, in the new proforma cannot be submitted with the latest reports.

In the circumstances, the undersigned seeks instruction on whether the particulars entered in the old report form can suffice if submitted in the new proforma. Latest information cannot be furnished as because the old Team decides not to take up the cases as the members think that they have lost their entity.

An early reply is awaited.

Sd/- Illegible
Dist. Inspector of Schools
(Sec.Edn.) South 24-paraganas

WEST BENGAL MADRASAH EDUCATION BOARD

Circular No. Co. Ed./1/87 Calcutta, Dated, the 9th January, 1987

From : The Secretary ,
West Bengal Madrasah Education Board,

To : All Heads of recognised Jr. High /High Madrasahs in West Bengal.

Sub : Extension of permission for co-education Jr.High/High Madrasahs.

In terms of the resolution adopted in the meeting of the Board held on Wednesday, the 31st December, 1986, the undersigned has to state that the permission for co-education granted earlier to all Jr.High/ High Madrasahs recognised upto 1980 by this Board is hereby extended until further order subject to the usual conditions.

Sd/- Illegible
Secretary,
West Bengal Madrasah Education Board.

WEST BENGAL MADRASAH EDUCATION BOARD

Circular No. Recog./1/87 Calcutta, Dated the 9th January, 1987.

From : The Secretary,
West Bengal Madrasah Education Board,

To : All Heads of all recognised Junior High and High/ Sr. Madrasahs in West Bengal

Sub : Extension of recognition-Jr. High/ High /Senior Madrasahs.

In terms of the decision taken in the meeting of the Board held on Wednesday, the 31st December, 1986 the undersigned has to state that the recognition accorded to Jr. High /High/ Senior Madrasahs upto 1980 by this Board is hereby extended until further order subject to the usual conditions.

Sd/- Illegible
Secretary
West Bengal Madrasah Education Board.

(A) Examination .... (B)Subject .... for which applications is made.

(C) X Language (s) in which he/ she can examine the answer script English/ Bengali/ Urdu.

X Strike out which is not applicable.

To : The Secretary,
West Bengal Madrasah Education Board,
19, Haji Md. Mohsin Square, Calcutta-700016

Sir,

I hereby apply for the examinership under your Board and bind myself to accept and follow the guidelines, rules and orders of the Board in this connection. My particulars are given below :

Yours faithfully,

Date............

Signature of the Applicant.

1. Name in Full *(Block letters)* :
2. Residential Address :
3. Phone no if any :
4. Home address :
5. Name of the Institution :
6. Address of the Institution: :
7. Phone no. of the Institution if any :
8. State the year when the institution was upgraded :
9. Date of confirmation/Approval of Appointment :
10. Experience as an Examiner :
    (i) Examiner..........(ii) Subject.......................
    (iii) Period.........(iv) Board............................
11. Subject taught.............Mention the class in which the above subject taught :
12. Whether applied for examinership of any subject. If no, mention the subject :
13. Academic Record :
    (From the School/Madrasah leaving examination onward)

Exam. Passed	Year	Board University	Subject	Division class
(i)				
(ii)				
(iii)				
(iv)				
(v)				

14. State if any of your relations or any pupil under your coaching is a candidate for the ensuing exam.

Certified that the particular given above have been verified and found correct .

Forward to the Secretary Madrasah Education Board.

Date :

Signature and seal of the
Head of the Institution

WEST BENGAL MADRASAH EDUCATION BOARD

Circular No. 338/Adm. Rules Calcutta, the 2nd June, 1987

From : The Secretary,
West Bengal Madrasah Education Board.

To : All Heads of recognised Jr. High
and High Madrasahs in West Bengal.

Sub : Rules regarding admission of students in High/Jr. High Madrasahs under West Bengal Madrasahs Education Board.

As approved by the Government of West Bengal in the Education Department Secondary Branch vide No. $\frac{233 - \text{Edn (S)}}{10\text{R} - 2/85}$ dated the 21st February, 1987 the Rules for admission of students in High and Jr. Madrasahs enclosed herein should be followed with immediate effect in all the High and Jr. High Madrasahs under this Board. The prescribed fee mentioned in the Rules are to be deposited under the Head of account 020208-800 Education Budget in T.B. Form No. 7 anda copy of the challan is to be sent to this office alongwith filled in prescribed forms whenever necessary. The form prescribed in the Rules are also enclosed.

Secretary
West Bengal Madrasah Education Board.

Rules for admission of students in High and Jr. High Madrasahs

1. **Commencement of Sessions** :The academic session of Jr. High Madrasahs and High Madrasahs under the West Bengal Madrasah Education Board shall commence on Ist January of a year end on the 31st December of that year.

2. **Age of the candidates for admission** : Candidates may be admitted in class V of a Jr. High Madrasah or a High Madrasah generally at the age of 11. Any shortfall for a period not exceeding 3 months may be ignored.

3. **Session fee :** Session fee as permissible under Government Order issued from time to time shall only be charged from the candidate rates prescribed by Government at the time of admission in a class. But, the total fee to be collected in a year should be divided in a monthly instalments and collected on a monthly basis. Session fee shall become due to a Madrasah as soon as a new academic year begins.

Students upto 10 % of the strength in the urban areas and 15 % strength in rural areas coming from small income groups should be allowed some concession or exemption from payment of such fees and charges.

No fee for admission shall be charged for admission of a student in a Madrasah.

4. **First admission :** (a) No first admission in a High Madrasah shall be allowed to any class higher than Class IX.

(b) Admission to Class IX in a High Madrasah should be completed by 15th of February of each year and admission to Classes V to VII in a Jr. High or High Madrasahs should be compeleted by 15th of April of each year.

(c) First admission to Class IX in a High Madrasah between 16th February and 15th of April of a year must be reported to the Board the prescribed form and with a fee of Rs.5/-.

(d) First admission whether to Class IX or to any lower class 15th of April will not be permitted unless otherwise directed by the Board or by the Director of School Education, West Bengal.

(e) Documents and papers regarding first admission through admission test, if any, are to be preserved by the Heads of Institution for at least three years.

5. **Admission of female candidates :** Female candidates may be admitted in Madrasahs which only have prior permission of co- education from the Board.

6. **Admission on transfer Certificate :** All admissions on production of transfer certificates from recognised Madrasahs/Schools are subject to the following conditions :

(a) That the head of institution where such admission is sought finds the pupil fit for admission to the class in which he has been reading or to which he has been promoted.

(b) That such admission is sought within one month from the date of discontinuance of studies of the pupil concerned from the previous Madrasah/School where he was studying.

(c) No admission on transfer should be made after the 31st Aug. without the approval of the Board. The cases of admission of wards Government employees on transferable service may, however, be considered if necessary, upto the 31st October unless otherwise directed by the Board or Director of School Education, West Bengal. An application approval of the Board must clearly state the reason for the trans and must carry the recommendation of the school where admission sought.

(d) If a pupil in Classes IX, X coming with a transfer certificate from a recognised Madrasah fails to get admitted into another Madrasah within one month from the date of discontinuance of his studies former Madrasah, the case should be referred to the Board for condonation of break in the period of studies. Application for the purpose made in the prescribed from along with a fee of Rs.5/- should be forwarded to the Board by the Head of the Institution intending the admit the pupil.

In similar cases of pupils in lower classes, if the Head of admitting Madrasah is satisfied with reason adduced for the break may admit the pupil and report the matter to the Board positively.

(e) Admission to Class X may be allowed upto 15th February not later, provided the Head of the Institution where admission is sought, certificates that the pupil has been found fit for a admission.

(f) Admission to Class X of High Madrasah on transfer from School or Madrasah affiliated to other Boards/Councils/Universities to be permitted.

(g) Admission to Class IX or lower classes of Madrasahs under the Board on transfer from Schools or Madrasah affiliated to the Board/Councils/Universities other than this Board may be allowed provided the Head of Madrasah where admission is sought certified that the pupil has been found fit and the Madrasah arranges to make up the pupil's deficiency in respect of subject/subjects not taught in the school and Madrasah affiliated to other Board/Councils/University and for this purpose the Board shall find out equivalence of syllabus of the West Bengal Madrasah Education Board to the syllabi of other Boards/Councils/Universities.

7. **Re-admission :** (a) If a pupil seeks re-admission to the same institution which he had left earlier, the Head of Institution re-admit him if he is satisfied about the reasons for the break of studies.

(b) A pupil who discontinued his studies from a class below Class IX shall not be admitted or re-admitted to a class higher than Class IX if it is found that he could have been in that higher Class, had continued his studies in a Madrasah.

(c) An unsuccessful candidate at the High Madrasah Examination conducted by the Board may get himself admitted to Class X of some High Madrasah as a regular candidate within 30 days of the publication of the result by the Board provided the Head of the Institution finds him to be otherwise eligible for admission. Thereafter admission within a period of further 10 days is permissible with a delay fee of Rs.5/- payable to the Board through Madrasha.

8. **Number Limit :** The roll strength in a section of Classes IX and X of High Madrasah should not normally exceeds 50 unless otherwise directed by the Board or by the Director of School Education, West Bengal. If the same exceeds 50, the matter alongwith the reason for such excess be referred to the Board for approval by the 30th April.

9. **Submission of six monthly statement :** The High Madrasahs must submit lists of pupils reading in Class IX & X on the basis of the roll strength as on 15th of April and 30th of September in the prescribed form. The lists must reach the Board office by 15th of May in case of first six monthly statement and 15th October in respect of 2nd six monthly statement.

10. **Issue of transfer certificates :** Transfer certificates may be issued in the prescribed form on the following grounds only :

(a) Unavoidable change of residence :

(b) Ill-health (this reason shall only be given if it is in the opinion of the Heads of Institution, well founded and is supported by a medical certificate from a registered medical practitioner) ;

(c) Abolition or closure of studies in the Madrasah ;

(d) Transfer of the service of Guardian ;

(e) Completion of Madrasah course ;

(f) Any other sufficient reason given by the guardian of the student and acceptable to the Head of the Institution.

Payment of Session fees for transfer certificate :

Any student taking a transfer certificate from his Madrasah after the academic session has started, has to pay the session fee to the said Madrasah. The Madrasah where he gets himself admitted the transfer certificate, may also charge these fees. If, however, any student takes transfer certificate from his Madrasah on any day before the end of the academic session, he is not to pay session fee to that Madrasah for the next session but only to the Madrasah where he gets himself admitted in the begining of the academic session.

Report form for 1st admission of students in Class IX between the 16th of February and 15th of April.

(Vide para 4(c) of the Rules for admission)

(To be submitted to the Board in duplicate)

(1) Name and address of the Institution....

(2) Name of the student admitted...

(3) Fathers' Name and address...

(4) Guardians' name and address...

(5) Date of Birth...

(6) Date of Admission...

(7) Whether the student has been found fit by the Head of the Institution for admission after admission Test...

(8) Treasury Challan no. and date of payment of fees...

(A copy of the challan to be enclosed)

Signature of the Head
of the Institution with Seal

Date

(For use in the Board of Office)

Memo No. Date

Secretary,
West Bengal Madrasah Education Board.

Application for prior approval of the Board for taking admission on transfer after the 31st August -

(vide Para 6(c) of the Rules for admission)

(To be submitted to the Board in duplicate)

(1) Name and Address of the Institution where admission is sought :

(2) Name of the student to be admitted...

(3) Fathers' name and address...

(4) Guardian's name and Address...

(5) Date of birth...

(6) Name and address of the Institution issuing T.C.

(7) State the reason for transfer :

(8) Recommendation of the Head of the Institution where admission is sought.

Date

Signature of the Head of the
Institution with seal

(for use in the Board office)

Memo No.

Date

Secretary,
West Bengal Madrasah Education Board

Application form for condonation of break in period of studies

(vide para 6(d) of the Rules for admission)

(To be submitted to the board in Duplicate)

(1) Name of the applicant...

(2) Fathers' name and address...

(3) Guardian's name and address...

(4) Date of Birth (according to Transfer Certificate issued by the former institution).........

(5) Name of the Institution issuing T.C.....

(6) Name and address of the Madrasah where the applicant is seeking admission...

(7) Class in which he was reading in the former institution,

(8) Class in which he is now seeking admission....

(9) Period of discontinuance of the studies (with date)....

(10) Reasons for break in the period of studies...

(11) Treasury challan no. and date of payment of Fees....
(A copy of the challan to be enclosed)

(12) Recommendation of the head of the Madrasah....

Date

Signature of the Head of the
Madrasah with seal

(For use in the Board Office)

Memo No.

Date :

Secretary,
West Bengal Madrasah Education Board.

Proforma report for delay in re-admission in Class X of the plucked candidate/s who appeared at the High Madrasah Examination. 19 ....from ....High Madrasah.

(Vide Para 7 (c) of the Rules for admission)

Sl. No.	Name of the candidate	Father's name	Address	Roll no.	Reason for delay in re-admission beyond prescribed period.	Amount, No. & date of challan depositing the prescribed fee	Whether Head of the Institution finds him eligible for admission.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Signature & Seal of the
Head of the Institution.

Application for approval of Board if the Roll strength in Class IX exceeds 50

(Vide Para 8 of the Rules for admission)

(Separate sheet for classes IX & X to be submitted in duplicate)

(1) No. of students admitted on production :
(2) No. of unsuccessful students re-admitted
(3) No. of students admitted on the basis of T. C.
(4) State the reason for excess Roll strength.

Signature & Seal of the Head
of the Institution

(for use in the Board office)
Memo no.

....
Date
Secretary
West Bengal Madrasah Education Board.

Proforma for submission of 1st & 2nd Six monthly statement of students reading in Class IX/X of

....High Madrasah,

P. O. .... Dist. ....

(Vide Para 9 of Rules for admission)

(Separate sheet for Classes IX & X to be submitted)

Name of students	Father's name	Residential address	Date of 1st admission	Class in which admitted.	If admitted on T.C. Name of the institution issuing T.C.	Whether application for condonation of the period of break in studies was made and with what result.	Remarks if any.

....

Signature of the Head
of the Institution with Seal.

WEST BENGAL MADRASAH EDUCATION BOARD

Memo No. 133 (App) Dated, 12.11.1986

From : The Secretary,
West Bengal Madrasah Education Board.

To : The Secretary,
Labpur Jr. High Madrasah,
P.O. Labpur Dist. Birbhum

In obedience to the order of the Hon'ble High Court, passed on 10.9.86 in C.O. 2955 (W)'83, Abdus Sahid and others vs. State & others, the West Bengal Madrasah Education Board is pleased to approve the appointment of under-mentioned teacher/Clerk/menial of Labpur Jr. High Madrasah.... with effect from the date noted against their names.

The Board provisionally approves the appointment of the teachers who are not fully qualified or trained subject to the condition that they will properly qualify themselves within the period for which the approval is accorded. The next vacancy should be filled up by the B.Sc. (Bio) candidate.

1.	Name and qualification	Designation	Date of effect from which the incumbents are approved.
1.	Sk. Abdus Sahid, B.A.	Teacher-in-charge	9-10-86
		(for 2 years only)	9-10-86
2.	Rohul Amin, B.Sc.	Asstt. Teacher	9-10-86
3.	Moulavi Abu Taher, M.M.	do	9-10-86
4.	Safikul Islam, B.A.	do	9-10-86
5.	Md. Sakhwat Hossaln, B.Com.	do	9-10-86
6.	Abdul Rouf. B.Sc.	do	9-10-86
7.	Md. Alauddin, B.Sc.	Clerk	9-10-86
8.	Nazrul Haq, Class X	Peon	9-10-86

Secretary,
West Bengal Madrasah Education Board

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT

Misc. Branch

No. 1263-Edn.(M) Calcutta, the 11th August, 1987

From : Shri A. C. Chakraborty,
Deputy Secretary to the Govt. of West Bengal.

To : The General Secretary,
Paschim Banga Madrasah Shikshak Samity

Sub : *Extension of the benefit of higher scales of pay to the teachers of Senior Madrasahs for improvement of qualifying drawal of increment by the Graduate teachers of Senior Madrasahs etc. - Clarifications regarding.*

Sir,

I am directed to refer to your letter Nos. 762/85 dt. 9.9.86 and 790/86 dt. 1.8.86 on the subject mentioned above and to say that there is no provision in the existing G.O.s for allowing higher scales of pay to the teachers of recognised Senior Madrasahs who have improved their qualifications. The Govt. therefore, regrets its inability to accede to your demand in this regard.

Regarding drawal of increment by the Graduate teachers of recognised Senior Madrasahs, I am to say that the untrained Graduate teachers of Secondary Schools are not normally entitled to annual increments unless they pass BT/B.Ed. This rule is not however, applicable to the teachers of Senior Madrasahs who are entitled to annual increments in their respective scales of pay, as usual.

Yours faithfully,
Sd/- A.C. Chakraborty. (Deputy Secretary).

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT

No. 1142–Edn.(S) / 4A–24/84 — Dated, Calcutta, the 7th November, 1987.

From : Shri A.C. Chakraborty,
Deputy Secretary to the Government of West Bengal.

Sub : Appointment of teachers in Madrasah

Ref : D.S.E., W.B.s' D.O. letter No. 2049-Sc/S, dt. 7.8.87

The undersigned is directed to say that in terms of the clear guidelines laid down in the State Govt. Memo. No. 532-Edn(S) dt. 6.4.85 all the rules in the matter of appointment of teachers in recognised and aided Secondary Schools shall apply *mutatis mutandis* in the matter of appointment of teachers in the Madrasahs should be obtained from the West Bengal Madrasahs Education Board after complying with all prior formalities.

It is however, reported that the procedure followed in the matter of appointment of "Organiser Teachers" in Secondary Schools is not being followed in some Madrasahs where appointment of such teachers is being got approved direct from the West Bengal Madrasah Education Board without prior clearance from the District Inspector of Schools(S.E.) concerned.

In the circumstances, the Governor is pleased to direct that the procedure laid down by the State Government in letter No. 1355- Edn(S) dated 12.12.86 in the matter of appointment of organiser teachers (vice copy annexed) should be strictly followed in the Madrasahs also.

Sd/- A.C. Chakraborty,(Deputy Secretary).

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT (*Misc. Branch*)

NOTIFICATION

No. 1741-Edn (M) — Calcutta, the 1st December, 1987

In continuation of this Department Notification No. 1278-Edn(M) dt. 29.10.84 read with Notification No. 1471-Edn(M) dt. 4.12.84, the Governor has been pleased to re-constitute the West Bengal Madrasah Education Board for a period

of three years with effect from 1st November, 1987 with the following persons as the President and the members nominated by the Govt. and the ex-officio members of the said Board in pursuance of this Deptt. Resolution No. 211-Edn(M) dt. 2.2.73 read with this Department Notification Nos. 968 Edn(M) dt. 7.6.79 and 1277-Edn(M) dt. 29.10.84 :

1. Prof. Mustafa Bin Quaseem, Vill & P.O. Nehalpur, Via, Dhanyakuria, P.S. Basirhat Dist. 24 Prgs (North)	President (nominated by the Govt.)
2. The Director of School Education West Bengal or his nominee	Member (Ex-officio)
3. The Principal, Calcutta Madrasah	do
4. The Head of the Department of Arabic, Calcutta University,	do
5. Shri Habib Mustafa, M.L.A. Vill. Maheshmati, P.O. & Dist. Malda	Three
6. Md. Faruque Azam, M.L.A. Vill. Pachhurasia, P.O. Gunjaria Bazar, P.S. Islampur, Dist. West Dinajpur	MLA members specially interested in Madrash Education (nominated by the Govt.)
7. Shri Abdus Sobhan Gazi, M.L.A., Vill. Ramchandrapur, P.O. Dakshin Barasat, Dist. 24 Prgs(North)	Member
8. One reprersentative from the West Bengal Board of Secondary Education	(to be nominated by the West Bengal Board of Secondary Education)
9. Janab Kalimuddin Shams, 6 Maulana Md. Ali Road, Calcutta 700 023.	Two members (nominated by the Government as Educationists specially interested in Madrasah
10. Dr. Abdus Subhan M.A., Ph.D., Head of the Department of Persian Maulana Azad College, Calcutta.	
11. Shri Mozammel Haque, Asstt. Teacher Manickchak High Madrasah, P.O. Manickchak, Dist. Murshidabad.	Two members (nominated by the Government) as teachers of recognised High Madrasahs.

12. Sk. Nurul Huque, Headmaster, Hatiara High Madrasahs, Calcutta 700 059	
13. Janab A.M.K. Mosumi, Prof. of Hadith & Tafsir, Calcutta Madrasah, Arabic Department, Calcutta 700 016 No. 33/1/C, Baniapukur Rd. Calcutta 700 014.	Two Members (nominated by the Government) as Sr. Madrasah)
14. Shri Abdul Hamid, Superintendent Kupila Senior Madrasah P.O. Kupila, Dist. Murshidabad	
15. Md. Saifulla Sarkar Teacher, Komnagar Junior High Madrasah, P.o. Raninagar, Dist. Murshidabad	Member (nominated by the Govt) as a teacher from a recognised Junior High Madrasah.

By order of the Governor,
Sd/- A.C. Chakravorty
Deputy Secretary.

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
Misc. Branch

No. 93-Edn(M) Calcutta the 19th January, 1986.

From : Shri B.B. Chattopadhyay
Officer on Special Duty.

Sub : *Recommendation at Calcutta Madrasah for the Delegation attending the 6th Annual Rajya Sammelan of the Paschim Banga Madrasah Sikshak Samity.*

In sending herewith a copy of letter No. 1/88 dated 4.1.88 from the General Secretary, of the aforesaid Samity with extract of M.I.C. (Madrasah)'s orders dated 12.1.88 recorded thereon regarding the above subject the undersigned is directed to state that on the basis of this Department Memo No. 186(2)-Edn(M) dated 14.2.83 (Copy mentioned, the Samity has allowed to use the Calcutta Madrasah building for accommodation of delegated from outside Calcutta in connection with the Samity's 4th Annual Rajya Sammelun in February, '83.

It is required kindly to consider if necessary arrangement may be made for allowing the Samity to use the Calcutta Madrasah building for accommodation of its delegates from outside Calcutta on the 23rd and 24th January '80 also in connection with the Samity's 6th Annual Rajya Sammelan at Calcutta on the same terms and conditions.

Sd/- B.B. Chattopadhyay,
Officer in Special Duty.

GOVERNMENT OF WEST BENGAL
DIRECTORATE OF SCHOOL EDUCATION

No. 279-Sc/S IM-2S/87 (Pt.) Calcutta, 6th February, 1988.

From : The Director of School Education,

To : The District Inspector of Schools (S.E.), South 24- Parganas.

Sub : *Release of Govt. grants in favour of Kensily Barkatia Senior Madrasah, P.O. Kensily, Via Usthi, South 24-Prgs.*

Ref : The Directorate's Memo No. 95-Sc/S, Dt. 13.1.88.

With reference to the above, the undersigned has to inform him that this Directorate has not yet received any report from his end. However, it appears from the papers submitted by the Secretary of the referred Madrasah that he has stopped to release Govt. grants in favour of the Madrasah due to non-compliance of his office Memo No. 2465/AD/Gen. Dt. 21.11.87 in connection with the appointment of an assistant teacher of the Madrasah, with effect from November, 1987.

He is requested to release Govt. grants towards payment of the approved teaching and non-teaching staff of the Madrasah to avoid further complication and not to give permission to fill in the vacant post until his orders are carried out by the Managing Committee of the Madrasah.

Sd/-Illegible
for Director of Secondary Education
(West Bengal).

GOVERNMENT OF WEST BENGAL
DIRECTORATE OF SCHOOL EDUCATION
GRANT-IN-AID SECTION

Memo No.2279/1GA Dated 8.9.88.

From : The Director of School Education, West Bengal.

To : The Secretary to the Govt. of West Bengal, Education Department (School Education), Writers' Buildings, Calcutta -1.

Sub : *Approval of appointment of Organiser Teaching & Non-teaching staff of newly recognised High Madrasahs.*

Sir,

I have to address Government on the subject indicated above and to state that in the G.O. No. 1142-Edn(s), dated 7.11.87 read with 1224-Edn.(s), dated 5/9.12.87 rules regarding approval of appointment of organiser teaching and non-teaching staff have been laid down. It has also been provided in the aforesaid G.O. that similar principles will be applicable for recruitment of teaching and non-teaching staff for Junior and High Madrasahs in West Bengal *mutatis mutandis*. But, in case of some High Madrasahs in the Murshidabad district, West Bengal Madrasah Education Board already accorded approval to the organiser teaching and nonteaching staff in violation of the provision regarding approval of appointment or organiser teacher and non-teaching staff newly recognised High Madrasahs as laid down in the G.O. No. 1224-Edn.(s), dated 5/9.12.87 read with G.O. No. 1142-Edn(s). dated 7.12.87 on the ground District Inspector of Schools

(SE), Murshidabad has held up release of Grants-in-aid on account of salary of such teaching and non-teaching staff of High Madrasahs in that District and has approached this Directorate for necessary orders on the matter. As the West Bengal Madrasah Education Board has accorded approval to the appointment or organiser teachers and nonteaching staff of High Madrasah in violation of the provision contained in G.O. No. 1224 -Edn.(s), dated 5/9.12.87, the case is being referred to Government for a decision. In this connection a copy of this Directorate letter No. 1265-GA, dated 24.5.88 addressed to the Secretary, Madrasah Education Board, alongwith the reply of the Secretary of the aforesaid Board in terms of his letter No. 518 dated 4.8.88, is enclosed hereto for favour of information of Government.

In the circumstances stated above, Government may now be pleased to issue necessary order as to whether grant-in-aid may be released to the High Madrasahs on account of their organised teaching and non-teaching staff whose appointments were approved by the West Bengal Madrasah Education Board in contravention of the principles provided in the G.O. No. 1224-Edn (s), dated 5/9.12.87 read with G.O. No. 1142-Edn (s) dated 7.11.87.

An early action for the matter is requested.

Sd/- J. Dutta,
for Director of School Education, W.B.

WEST BENGAL MADRASAH EDUCATION BOARD

Memo No. 446 Dated : 4.11.88

From : The Secretary,
West Bengal Madrasah Education Board.

To : The Heads of all Recognised High, Jr.
High and Senior Madrasahs.

Sub : Change of academic session in Madrasahs w.e.f. 1st of May, 1989.

In reference to the Government Order No. $\frac{886-\text{Edn}}{88-10/88}$ dated the 8 th September, 1988 on the above subject, the undersigned is directed to state that the academic session in all High, Junior High and Senior Madrasah upto Alim standard will start from 1st of May and end on the 30th of April each year from the year 1989 onwards.

Consequent upon the above change, the annual examinations of students upto Class IX and Alim 1st year class will be held during the later part of March every year and the results of the said examinations will be published by the 3rd week of April every year.

The annual examinations for Classes upto VIII of this year (1988) also will be held according to the above arrangement. The extra time i.e, period from December to March available for the students of such classes shall be utilised for thorough revision and intensive exercise.

The annual examinations and publication of the results of Class IX of High Madrasah of this year (1988) should however be completed by December, 1988 so that teaching in Class X can be started from 1st January, 1989.

Revision of lessons following routine for Class IX should be arranged from 1st January, 1989 for unsuccessful students of these classes. Such students will join their new Class IX from 1st of May, 1989.

All concerned are requested to comply with the above guidelines.

In view of the change of academic session, the date of admission, of students holding of the election of the Managing Committee etc. will also change for which separate instructions will be issued in due course.

Secretary

Circular No. 453 (414) Date : 7.11.88

The Heads of all recognised Madrasahs within the State of West Bengal.

Sub : Improvement of qualification of the members of the teaching staff of the Madrasah Study leave of.

The study leave cases of the members of the teaching staff of the Madrasahs submitted to the Board have often been irregular. The matter was considered in the meeting of the Board held on 22nd July '88. It was decided there in that henceforth no case for study leave of any teacher of any Madrasah would be taken up for consideration unless the following conditions are fulfilled.

(1) Prior permission of the Board is obtained for appearing at the examination for which leave is prayed for,

(2) The subject in which the teacher intends to appear must have relevance to the subject he is teaching in the Madrasah or Group to which he belongs. Similarly, the training pursued by any teacher must also have relevance to the subject he is teaching or to group to which he belongs.

(3) Study leave will be granted to any teacher for appearing at any examination only once provided the above two conditions are fulfilled.

In terms of the above resolution of the Board, the undersigned is directed to state that henceforth such cases should be submitted well ahead of the commencement of the examination with the following documents and the proforma given below, duly completed, under the signature of the Secretary /Administrator of the Madrasah after observing the above requirements laid down by the Board.

(i) An application from the teacher concerned clearly stating the name of the examination, year of examination and the name of the examining body,

(ii) Resolution of the managing committee in respect of the teacher's appearing at the examination.

Proforma

Name of the Madrasah........................

P.O...................... Dist.........................

Name of the teacher with Designation.	Date of appoin tment	Whether approved or not? If approved, approval no. and date	Present qualifi cation	Subject/Group for which appointed.
1	2	3	4	5

Examination to appear with name of the examining body and the year of exam.	Whether any improvement of qualification previously took place ? If so, details there of.	Remarks
6	7	8

WEST BENGAL MADRASAH EDUCATION BOARD

No. 502 Dated : 24.7.89

From : The Secretary,
West Bengal Madrasah Education Board.

To : The Joint Secretary,
Education Department,
Government of West Bengal,
Writers' Buildings, Calcutta – 1

Sub : Staff pattern of Jr. High (Class V-VIII) and High Madrasahs (upto Class X)

Sir,

In reference to the above I am to inform you that the existing staff pattern followed in High Madrasahs and Jr. High Madrasahs was framed in 1976 by the Board and approved by the Government vide Circular No. 1324-Edn (6) dated 23.7.76 which is not readily available now.

A comprehensive staff pattern for both types of Madrasahs with some modification consequent upon change in Curriculum and Syllabus Since 1977 was under active consideration of the Board. In the meeting held on 16.5.89 the Board therefore after careful consideration of the existing staff pattern, syllabus and curriculum and special character of Madrasah Education approved the revised staff pattern (enclosed) for High and Jr. High Madrasahs which is being forwarded to you for early approval of the Government.

An early action is solicited .

Yours faithfully,
Sd/- Md. Z.Hyder
Secretary.

Enclo: As stated

No .... Dated :

Copy alongwith enclosure forwarded to Director of School Education, West Bengal, for favour of information and necessary action.

Secretary.

(A) Staff pattern of High Madrasahs teaching upto Class X (6 units).

Member of the teaching staff	Requisite qualification	No. of posts.
1. Headmaster	Honours graduate (Reg) with B. Ed/Master Degree with	

		B.Ed. Having 10 years teaching experience in a recognised institution	1
2.	Assistant Teachers :—		
(i)	Language Group :	M.M. /M.F.	1
		B.A. with Bengali/Urdu or English as combination Subjects.	1
		B.A. (Hons.) M.A. (one in English and one in Bengali/Urdu)	2
(ii)	Science Group :	B.Sc./B.Sc. (Hons.)/M.Sc.	2
		B.Sc (Bio)	1
(iii)	Social Science Group :	B.A. with History as combination subject/ B.A. (Hons)/M.A. in History	1
		B.A. with Geography as combination subject or B.Com trained in Geography, B.A. (Hons)/M.A. in Geography.	1
(iv)	Advance paper in Arabic	M.M./M.F.	1
(v)	Work Education & Physical Education Group	B.A./B.Sc/B.Com with diploma in Physical Education or P.G.B.T.	1
	Total no. of teaching post—		12

A High Madrasah having 7 units will be entitled to appoint one additional teacher in Language group subject to sanction of post by the Director of School Education, West Bengal with the requisite qualifications mentioned in item no. 2(i).

Eight unit High Madrasahs will be entitled to appoint two additional teachers, one in Language group and another in Science group with the requisite qualifications mentioned in item no. 2(i) and 2 (ii).

Splitting up of teachers in different groups under revised staff pattern will be as follows ;

No of class Units	L. Gr.	Sc. Gr.	S.Sc.Gr.	Adv. Paper in Arabic	Work Edn Ph. Edn. Gr.	H.M.	Total
7	5	3	2	1	1	1	13

8	5	4	2	1	1	1	14
9	6	4	3	1	1	1	16
10	6	5	3	1	2	1	18
11	7	6	3	1	2	1	20
12	7	7	4	1	2	1	22
13	8	7	4	1	2	1	23
14	9	8	4	-1	2	1	25
15	10	9	4	1	2	1	27

Non-teaching staff :

Clerk	H.M./S.F./M.P./with-preferably with knowledge of typing.	1
	Class IV Staff Class VIII Passed Peon or Peon-1 & Matron-1	2

A High Madrasah having more than 500 students in consequtive 3 year will be entitled to appoint one more clerk and more Peon with requisite qualification mentioned above subject to sanctioned of post by the Director of School Education, West Bengal.

(B) Proposed staff pattern of Jr. High Madrasah teaching upto Class VIII (4 units).

Teaching staff Requisite qualification	No. of Posts
Headmaster B.A., B.Ed./B.Sc. B.Ed. with 5 years teaching experience	1
Assistant Teachers M.M./M.F./Fazil	1
Graduate with combination of Language group subjects	1
Graduate with combination of S.Sc.	1
Gr. Subjects.	1
B.Sc.	1
B.Sc. (Bio)	1
No. of teaching posts—	6

Non-teaching Staff :

Clerk	H.M./S.F./M.P./H.S.	1
Peon/Matron	Class VIII Passed	1

A Jr. High Madrasah having more than 4 units will be entitled to appoint additional graduate teachers in any group according to the need subject to sanction of post by the Director of School Education, West Bengal.

Secretary.

GOVERNMENT OF WEST BENGAL
Education Department
Misc. Branch.

No. 656-Edn (M) Dated, the 27th August, 1989.

From : Shri H. P. Mukhopadhyay, I.A.S.,
Joint Secretary to the Govt. of West Bengal,

To : The Director of School Education, West Bengal.

Sub : Grant of interim releif to the employees of Sr. Madrasahs in West Bengal with effect from 1.8.1987.

The undersigned is directed, by orders of the Governor, to say that the Governor is pleased to direct that all whole time approved teaching and non-teaching employees of Senior Madrasahs in West Bengal will get an interim relief (Rs.50/- p.m.) with effect from 1.8.87 pending finalisation of the recommendations of the Pay Commission.

2. The amount of interim relief sanctioned in Para 1 above will be taken into acount for determining retirement benefits and it will not count for any other purpose i.e for determining any allowance admissible on the basis of "Pay" and "emoluments".

3. This order issues with the concurrance of the Finance Department vide their U.O. No. Gr. 'P' 4117, dt. 25.5.1989.

4. All concerned have been informed.

Sd/- H. P. Mukhopadhyay
Joint Secretary.

GOVERNMENT OF WEST BENGAL
Education Department
Secondary Branch.

No. 29(2)Edn(S) / 6C – 20/89 Dated Calcutta, the 11th January, 1990

From : Shri K.D.Bhattacharya
Deputy Secretary to the Govt. of West Bengal.

Sub : Equivalence of High Madrasah Examination conducted by the West Bengal Madrasah Education Board, 19, Haji Md. Mohsin Square, Calcutta-700 016

Sir,

I am directed to say that the West Bengal Madrasah Education Board is functioning under the Education Department of this Government and that the High Madrasah Examination conducted by the said Board is equivalent to the Madhyamik (Secondary) Examination of the West Bengal Board of Secondary Education for all purposes.

Yours faithfully
Sd/- K.D.Bhattacharya
Deputy Secretary

WEST BENGAL MADRASAH EDUCATION BOARD

No. 1064(425) Dated, Calcutta, the 12th January, 1990

CIRCULAR

The Heads of all recognised High, Jr. High and Senior Madrasahs within the State of West Bengal.

Sub : Total No. of holidays to be observed in the Madrasahs during an academic session.

The undersigned has to state that the Board in its meeting held on 9th January, 1990 considered the matter in respect of the total no. of holidays to be observed by the Madrasahs during any academic session.

Accordingly, the Board decided that the total no. of holidays to be observed by the Madrasahs, recognised by this Board during any academic session be restricted to 80 (eighty) days only.

However in view of the Ramzan of this year the board further decided that the list of holidays for the period from 1.1.90 to 30.4.91 be so drawn up by the authorities of the Madrasahs that the total no. of holidays for the aforesaid period must not exceed 105 days.

The Board had also decided that the list of holidays for the period as mentioned above be got approved by the managing committee/ administrator of the Madrasah and submitted to the concerned District Inspector of Schools (S.E) and to the Board as well as for the subsequent sessions regularly.

Secretary
West Bengal Madrasah Education Board.

WEST BENGAL MADRASAH EDUCATION BOARD

No. 1263 Dated : 22.2.90

From : The Secretary,
West Bengal Madrasah Education Board.

Sub : Supervision and inspection in respect of the High Madrasah /Alim/ Fazil Examinations, 1990.

The undersigned is directed to send herewith the name(s) of the Board's nominee(s) as per slip pasted below, for inclusion in the Centre Committee in respect of his Centre for supervision and inspection of the above referred examinations at the centre.

The undersigned is further directed to authorise the Members of the board to visit and inspect any of the examination centres during examinations hours. A list showing the names of the Members of the Board is enclosed.

The said nominee(s) and the Members of the Board may be given free access at the Centre during the period of examination.

Centre Superintendent of his examination centre may kindly be informed accordingly.

His co-operation in the matter is solicited.

Secretary

Enclo: As stated.

Name of the Members of the West Bengal Madrasah Education Board :

1. Dr. Md. Sahidullah, The Principal, Calcutta Madrasah.
2. Dr. Md. Feroj, 1, Mistri para lane, Calcutta -700 014
3. Shri Habib Mustafa, M.L.A.,
   Vill. Maheshmati, P.O. & Dist.Malda.
4. Md. Faruque Azam, M.L.A., Vill. Pachhurasia, P.O. Gunjaria Bazar, P.S. Islampur, Dist. West Dinajpur.
5. Shri Abdus Sobhan Gazi, M.L.A., Vill. Ramchandrapur,
   P.O. Dakshin Barasat, Dist, 24-Paraganas (North).
6. Shri.S.K.Sen, Vill Ramkrishnapalli, P.O.& Dist. Malda.
7. Janab Kalimuddin Shams, 6, Maulana Md. Ali Road.
   Calcutta-23.
8. Dr. Abdus Subhan, M.A. Ph.D., Head of the Department of Parsian, Maulana Azad College, Calcutta.
9. Shri Mozammel Haque, Asstt. Teacher, Manickchak High Madrasah, P.O. Manichchak, Dist Murshidabad.
10. Sk. Nurul Haque. Headmaster, Hatiara High Madrasah, Cal- 59. Residence : 30/3,Alimuddin Street (3rd floor), Calcutta -16
11. Janab A.M.K.Masumi, Prof. of Hadith & Tafsir, Calcutta Madrasah, Arabic Department, Calcutta-700016
    No. 33/1/1C, Beniapukur Road. Calcutta-700014.
12. Shri Abdul Hamid, Superintendent, Kupila Senior Madrasah, P.O. Kupila, Dist. Murshidabad.
13. Md. Saifulla Sarkar, Teacher Komnagar Junior High Madrasah, P.O. Raninagar, Dist. Murshidabad.
14. Shri N. Mukherjee, Officer on Special Duty, Office of the Director of Secondary Education, West Bengal.
    6, Bhawani Dutta lane, Calcutta-700 073.

Secretary,
West Bengal Madrasah Education Board.

GOVERNMENT OF WEST BENGAL

Education Department (Secondary Branch)

No. $\frac{730-Edn(S)}{4E-7/89}$ Dated, Calcutta, the 20th July, 1990

From : Shri B. Mantrani,
Assistant Secretary to the Government of West Bengal

To The Director of School Education, West Bengal.

Sub : Pattern and distribution of staff in the different groups of teaching in the Jr.High and High Madrasahs.

The undersigned is directed to refer to his letter No. 2150-Sc. dt. 16.9.89 on the above subject and to say that the proposal of the West Bengal Madrasah Education Board regarding pattern and distribution of teaching staff among the different groups of teaching as contained in Board's Letter No. 502 dt. 24.7.89 has been duly examined by the Government and after careful consideration the Governor has been pleased to approve of the proposal of the Board subject to certain minor modifications and also subject to the condition that the total No. of staff shall be limited to the total staff strength as admissible under the existing rules and/or Government Orders. The staff pattern and distribution will be as indicated below :

(A) Staff Pattern of High Madrasahs teaching upto Class X (6 units).

Member of the teaching staff			*Requisite qualification*	*No. of posts.*
1.	Headmaster		Honours graduate (Regular) with B. Ed/Master Degree with B.Ed. Having ten years teaching experience in a recognised institution	1
2.	Assistant Teachers :—			
	(i)	Language Group :	M.M. /M.F.	1
			B.A. with Bengali/Urdu or English as combination Subject.	1
			B.A. (Hons.)/M.A. (one in English and one in Bengali/ Urdu)	2
	(ii)	Science Group :	B.Sc./B.Sc. (Hons.)/M.Sc.	2
			B.Sc. (Bio)	1
	(iii)	Social Science Group :	B.A. with History as combination subject/ B.A. (Hons)/M.A. in History	1
			B.A. (Hons)/B.Sc. (Hons.)/M.Sc. in Geography (Existing Geography teachers who are graduates with Geography as a combination subject will, of course, continue).	1
	(iv)	Advance paper in Arabic	M.M./M.F.	1
	(v)	Work Education & Physical Education Group	B.A./B.Sc/B.Com with diploma in Physical Education or P.G.B.T., preference being given to P.G.B.T.	1
			Total —	12

For Madrasah with more than 6 (six) units distribution of the teaching staff in different groups will be follows :—

No of class Units	L. Gr.	Sc. Gr.	S.Sc.Gr.	Adv. Paper in Arabic	Work Edn Phy. Edn. Gr.	H.M.	Total
7	5	3	2	1	1	1	13
8	5	4	2	1	1	1	14
9	6	4	3	1	1	1	16
10	6	5	3	1	2	1	18
11	7	6	3	1	2	1	20
12	7	7	4	1	2	1	22
13	8	7	4	1	2	1	23
14	9	8	4	1	2	1	25
15	10	9	4	1	2	1	27

B. Staff pattern of Jr. High Madrasah teaching upto Class VIII (4 units) :—
Teaching staff

	Requisite qualification		*No. of Posts*
1	Headmaster	B.A., B.Ed./B.Sc. B.Ed. with 5years teaching experience	1
2	Assistant Teachers	M.M./M.F./Fazil	1
		Graduate with combination of Language group subjects	
		Graduate with combination of S.Sc. Gr. Subjects.	1
		B.Sc.	1
		B.Sc. (Bio)	1
		Total	6

2. This order is no authority for creation of any new post. Any creation of new post shall be as per the existing rules and Government orders.

Assistant Secretary

GOVERNMENT OF WEST BENGAL

Education Department

Misc. Branch

No. A251-Edn(M) Calcutta, the 4th August 1990.

From : Shri K.Bhattacharya,
Deputy Secretary to the Govt. of West Bengal.

To : The Secretary,
West Bengal Madrasah Education Board

Sub : Proposal for revised staff pattern for Senior Madrasah upto Alim standard (class I to X)

The undersigned is directed to refer to his letter No. 962 dt.15.12.89 on the above subject and to say that the proposal contained in his letter has been duly examined by the Govt. After careful consideration it has been found that the original staff pattern for the Sr. Madrasah was decided in Memo. No. 1155- Edn(M) dt. 29.8.89. The re-oriented syllabus was introduced from 1981 session. Therefore, the entire re-oriented syllabus for class I to X was to stand fully introduced in academic session 1990. While allowing additional staff this aspect was duly examined and under this Memo. No. 625-Edn (B) dt. 31.3.86 sanction for additional staff was accorded on the basis of requirement after full introduction of the re-oriented syllabus in 1990 and the staff pattern for the Sr. Madrasah was brought more or less to the same pattern (level) as applicable to the Secondary School & Secondary Schools and High Madrasah, etc.

In the above context it is regretted that his proposal for further additional staff which is not supported by details and justification cannot be agreed to by the Govt. However, if he suggests further review of his proposal, he is requested to submit necessary details in justification of his proposal which should inter-alia indicate and give the following :

(i) Student-teacher ration ration both at primary and secondary level, seperately;

(ii) Total No. of periods in a school and total periods to be allocated to each teacher per week;

(iii) A full list of all Sr. Madrasah with total No. of students in each ;

(iv) Any other details which may be considered relevant.

Deputy Secretary

GOVERNMENT OF WEST BENGAL
Education Department
Misc. Branch

Dated, The 21st September, 1990

No: $\frac{\text{A 323 – Edn (M)}}{\text{5M – 12/90}}$

From : Shri H.P. Mukherjee
Joint Secretary to the Government of West Bengal.

To : The Director of School Education, West Bengal

Sub : Clarification reg. qualification of under-graduate teachers in Sr. Madrasahs vis-a-vis appointment of an under-graduate, teacher in Kheria Siddiquia Sr. Madrasah, South 24 Pargs.

With reference to his letter No.2130-CS/S dated 13.9.89 forwarding herewith a copy of the Memo No.SB/17 (A) dated 19.1.89 form the District Inspector of Schools (SE), South 24 Prgs. for clarification/instruction, the undersigned is directed to clarify that the qualification, "Higher Secondary or its equivalent" for the purpose of the Government order No.625-Edn(M) dated 31.3.86 shall mean the new Higher Secondary course or its equivalent i.e. 10+2 standard.

2. As regards appointment of Sri Aneeh Ali Mistry, a P U (i.e. XIth Standard), as an under-graduate teacher in Kheria Siddiquia Sr. Madrasah the undersigned is

directed to say that the prescribed qualification for an under-graduate teacher in Sr.Madrasah is higher than the prescribed qualification of a teacher of a general primary school and for the reason higher scale of pay Rs. 1200-2360/- (revised) has been prescribed for an under graduate teacher of Sr. Madrasahs as against scale of pay Rs.1040-1920 (revised) prescribed for the teachers of the general primary schools.

3. In the context of what has been stated in paragraph 1 & 2 above, Sri Anech Ali Mistry is not eligible at all for appointment as an under-graduate teacher in a Sr. Madrasah. However, the Government has duly examined the case and after careful consideration, it has been decided by Government, as a very special case, that he may be appointed as a teacher against the post of undergraduate teacher in Kheria Siddiquia Sr.Madrasah, South 24 Prgs. in the scale of pay of Rs.1040-1920/- i.e. the scale of pay prescribed for teachers of general primary schools after obtaining from Sri Anech Ali Mistry a written undertaking to the effect that he will accept that scale of pay and that he will not claim higher scale of pay in future.

4. This shall not be cited as a precedent in future.

Joint Secretary.

Government of West Bengal.
Education Department,
Office of the Secretary,
West Bengal Madrasah Education Board

Memo No. Dated :

From : The Secretary,
West Bengal Madrasah Education Board.

To : The Joint Secretary,
Education Department,

Sub : Staff pattern of Senior Madrasah upto Alim standard (Class I to Class X).

Sir,

In reference to the above I am to inform you that at present the staff pattern in Senior Madrasahs is being followed in terms of G. O. No. 1155 Edn (M) dated 29.8.80.

In view of the fact that the curriculum and syllabus in respect of Senior Madrasahs have undergone thorough changes on the recommendation of the committee on Senior Madrasah Education System and the same have been duly introduced in terms of the G. O. No. 1115-Edn (M) dated 8.9.83, w.e.f. 1.1.81. Though the Government has sanctioned 4 (four) additional posts vide Circular No. 625-End (M) Dated 31.3.86 in addition to the staff pattern approved in the above Circular for teaching general sunjects under the reoriented syllabus the staff pattern for Senior Madrasah is urgently required to be revised and introduced with immediated effect.

The Board therefore after considering the re-oriented Curriculum and Syllabus approved a revised staff pattern for Alim Senior Madrasahs (Class I to X) and resolved to submit the same to the Government for approval.

Accordingly I am enclosing the Revised Staff Pattern for senior Madrasah for favour of early approval of the Government.

An early action is solicited.

Yours faithfully,
Sd/- Md. Z. Hyder
Secretary,
West Bengal Madrasah Education Board.

Enclo :—As stated

Memo No. 262/1 (3) Dated—15/12/87

Copy alongwith enclosure forwarded to the Director of School Education, West Bengal, for favour of information and necessary action.

Secreatry,
West Bengal Madrasah Education Board

Revised Staff Pattern of Senior Madrasah upto Alim standard
(Class I to X) (10 units)

Member of the teaching staff	Requisite qualification	No. of Posts
1. Superintendent	M.M./M.F.with 10 years experience	1
2. Assistant teachers		
i) Language group	M.M./Fazil	5
	M.A/B/A.(Hons.) in English/Bengali/Urdu	2
	B.A/B.Com. with English/Bengali/Urdu	1
	H.S.or its equivalent/Fazil	1
ii) Theology	M.M	2
iii) Science group	M.Sc/B.Sc. (Hons)	1
	B.Sc.	1
	B.Sc. (Bio)	1
iv) Social Science group	B.A/B.Com. with Geography	1
v) For Primary Section	M.P./H.M/Alim (Re-oriented syllabus)Fazil with English (old)	1
	Total No. of teaching post—	17

Non-teaching staff :

Cleark	H.M./S.F./M.P./Alim (Re-orinted syllabus) preferably with knowledge of typing	1

Class IV staff	Class VIII passed (Peon 2 or Peon 1 and night guard 1)	2
	Total No. of non-teaching staff—	3

Secretary
West Bengal Madrasah Education Board.

Government of West Bengal
Education Department
Secondary Branch.

No. (S) 4E–7/90 Dated, The

From : Shri H.P. Mukhopadhyay, I.A.S
Joint Secretary to the Govt. of West Bengal.

To : The Director of School Education, West Bengal.

Sub : Sanction of revised staff pattern for Senior Madrahas (Class-I) to X) under the re-oriented syllabus.

The undersigned is directed to refer to his letter no. 844-SC/S dated 7.5.90 on the above subject and to say that the proposal of the West Bengal Madrasah Education Board regarding staff pattern i.e.Groupwise distribution teaching staff as contained in the Board's letter no. 66/Est-4 dated 29.1.91 has duly been examined by the Government and after careful consideration of the proposal contained herein it has been decided.by the Government that the staff-pattern of Senior Madrasah (Class-I to X) will be as below :—

Member of Teaching Staff	Qualification	No. of Post
1. Superintendent	M.M. With five years teaching experience.	1 (One)
2. Asstt. Teachers		
i) Language Group	M.M./M.F.	2 (Two)
	B.A./B.A. (Hons.) M.A./B.Ed. (Vernacular teacher) according to the medium of teaching.	1 (One)
	B.A./B.A. (Hons.) M.A. B.Ed. (Eng.)	1 (One)
ii) Science Group	B.Sc/B.Sc (Hons) M.Sc., B.Ed. (with combination of subjects physics, Chemistry & Mathematics).	1 (One)
	B.Sc. (Bio)/M.Sc. (Zoology or Botany) E.Ed.	1 (One)
iii) Social Science	B.A./B.A. (H)/ M.A. / B.Sc. (Hons.) M.Sc. (Geography)	1 (One)
iv) Gheology Group	M.M./M.F.	4 (Four)

v) For Classes I to IV	H.S. or Equivalent B.A. Pt. 1.	1 (One)
	Fazil/M.M.	1 (One)
	Total	14 (Fourteen)

5. Existing approved teachers of different groups whose qualification fall short of above standard will be retained till they vacate the post by retirement, resignation or otherwise.

Sd/ H.P. Mukhopadhyay
Joint Secretary.

Government of West Bengal.
Education Department,
Office of the Secretary,
West Bengal Madrasah Education Board,

No. 1031/32/1 Dated, Calcutta, the 2nd January, 1990

From : The Secretary,
West Bengal Madrasah Education Board.

To : The Joint Secretary,
Education Department, (School Edn.), West Bengal

Sub : Determination of the equivalence of Alim Examination under re-oriented Curriculum & Syllabus of Senior Madrasahs under West Bengal Madrasah Education Board.

Sir,

Inreference to above I am to state that the State Government on recommendation of the Expert Committee constituted vide G.O. No. 968 Edn (M) dt. 21.7.78 approved of the re-oriented curriculum and syllabus for Alim Course from Class I to X vide G.O.No. 1010-Edn(M)/5M-8/78 dt, 8th July'81 & 1115 Edn (M) dt. 8th Sept.'83.

In this connection it may be stated that one of the terms of reference ot the Committee was to study the standard of education imparted through different catagories of Senior Madrasahs and determine their equivalence in relation to the universal system of education.

The aforesaid Committee therefore after considering all the facts recommended that the Alim Examination be considered at par with Madhyamik Examination.

The 1st Alim Examination under re-oriented syllabus is scheduled to be held in March, 1991. Immediate Government order declaring the Alim examination under re-oriented syllabus equivalent to Madhyamik Examination of the Secondary Board is required to be issued for the interest of the successful candidates.

An early action is solicited.

Yours faithfully. (Secretary)

GOVERNMENT OF WEST BENGAL
Education Department
Misc. Branch

No. 426—Edn (M). Calcutta, the 24th May, 1990.

From : Shri B. Mantrani,
Assistant Secretary to the Govt. of West Bengal.

To : The Director of School Education.

Sub : Minimum qualification for recruitment to the Post of Teachers in Sr. Madrasah (Class I to IV).

The undersigned is directed to refer to his letter No. 349–Sc/G dt. 1.3.89 on the above subject and to say that in consideration of the fact that higher scale of pay has been allowed to the Under-Graduate teacher in Sr.Madrasah than the scales of pay allowed to the Primary teachers, it has been decided not to lower the prescribed qualification for the Under- Graduate teacher in Sr.Madrasah.

Sd/- B. Mantrani
Assistant Secretary

Goverment of West Bengal
Office of the Secretary West Bengal
Madrasah Education Board

Memo No. 1632 Calcutta, Dated 20th August, 1990

To : The Joint Secretary to the Govt. of West Bengal
Education Department, Writer's Buildings, Cal–1.

Sub : Recognition and upgradation of Madrasahs.

Sir,

As decided in the meeting held on 31st July, 1990 in the chamber of MIC Mass Education & Madrasah Education I am submitting a list of Junior High Madrasahs (Appendix-I) for their upgradation as High Madrasahs and Junior Madrasahs (Class I to VI) (Appendix-II) for their recognition as Junior High Madrasahs.

A list of organising Madrasahs pending for recognition as Junior High Madrasahs (Appendix III) is also enclosed.

An estimate of expenditure in this connection is also being submitted separately as Appendix-IV for favour of your taking necessary action.

Yours faithfully.
Sd/- Secretary

GOVERNMENT OF WEST BENGAL
Director of School Education

Memo No. $\frac{\text{1849- Sc/G}}{\text{OM - 12G/87.(Part)}}$ Dated : Calcutta, the 5th Oct'90

From : The Director of School Education, West Bengal.

To : The Secretary to the Govt. of West Bengal
Education (School) Department,

Sub : Clarification in respect of granting benefit of higher scale of pay to the teachers of Sr. Madrasahs for improvement of qualification after the introduction of ROPA Rules—1981.

Ref : D S. E., W. B.'s Memo No 993-Sc/G dt. 1-6-90.

Sir,

Enclosed please find herewith a letter of the District Inspector of Schools (S.E.), Malda under his Memo. No 657 dt.21- 7-90 in which he has raised certain points of irregularities in respect of payment of salary to the staff of Sr.Madrasahs

who improved their qualification (MM) after 1981 and on the strength of G. O. No. 372-Edn (B) dt. 31-7-81 have been receiving higher scale of pay in violation of G. O. 874-Edn (M) dt. 20-6-86, for taking necessary action. In this regard it may please be noted that in G. O. 33-Edn (B) dt. 7-8-90 in which it is clearly stated in the Annexure-I Para (ii) that the teaching and non-teaching staff of Sr. Madrasahs (like other aided Secondary schools) are within its perview. Again at para 16 (3) of the said G. O, the provision of entitlement of higher scale of pay has been granted to the teachers of Sr. Madrasahs like others who have improved/will improve their qualification or who were appointed with higher qualification in the subjects or group relevant to their teaching shall get higher scale of pay with effect from 1- 1-86 or the date of improving qualification whichever is later.

Annexure VI, Sl. No. 6. (111), provides such entitlement of higher scale of pay in case of M. M. teachers with 5 years teaching experience, meaning thereby that teachers improving their qualification (M. M.)will be entitled to higher scale only after 5 years' service in teaching. Again at SL. No. 9.(vi), a different scale of pay has been allwed to M. M. teachers with less than 5 years' teaching experience.

Kind attention of the Govt. is drawn to the above mentioned anomalies in the matter of entitlement of higher scale of pay admissible to M. M. Teachers serving in all categories of Schools (Jr. High/High Madrasahs/Sr. Madrasahs).

It requires to be clarified whether the condition of 5 years' teaching experience should be waived so that the M. M. teachers may not suffer from a sense of discrimination. It is gathered that a number of M. M. teachers of different districts are already in receipt of higher scale of pay without having 5 years' teaching experience. In some cases teachers are resorting to court cases. Since the entire situation is an outcome of such anomalies in the G. O.. itself, an oarly action may kindly be taken to avoid further complication.

An early instruction will be extremely helpful.

Sd/ - Illegible

for Director of School Education West Bengal

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
SECONDARY BRANCH

No. 1240–Edn (S)/5M–13/88 Dated Calcutta, the 20th December,'90

RESOLUTION

The Governor has been pleased to extend the term of the Committee, constituted under Resolution No. 57-Edn(M) dated 16.1.89 and once extended under Resolution No. 750-Edn(M) dated 5.9.90 to study the syllabus, course contents and standard of examination leading to the award of certificates/Diplomas in Alim, Fazil, M.M.& M.F. etc. by the West Bengal Madrasah Education Board under Senior Madrasah system of Education imparted through different categories of Senior Madrasahs in West Bengal, for a further period of one year with effect from 16.7.90.

By order of the Governor,

Sd/- Joint Secretary to the Govt. of West Bengal.

ORDER

Ordered that the Resolution be published in the Calcutta Gazette and circulated to all concerned.

Sd/- Joint Secretary

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
SECONDARY BRANCH

No. $\frac{1-\text{Edn (S)}}{8\text{B}-12/90}$ Dated Calcutta, the 1st January, 1991.

NOTIFICATION

In continuation of this Department Notification No. 1741–Edn(M) dated 1.12.87 the Governor has been pleased to re-constitute the West Bengal Madrasah Education Board for a period of three years with effect from 1.11.90 with the following persons as President and Members of the said Board in pursuance of this Department Resolution No. 211–Edn(M) dated 2.2.73 read with this Department Notification No. 968–Edn(M) dated 7.6.79 and No. 1277–Edn(M) dt.29.10.84:–

	Name	Designation
1.	Prof.Mostafa Bin Quasem Vill. & P.O. Nehalpur Via—Dhanyakuria, P.S.Basirhat, Dist—North 24–Paraganas.	President (Nominated by the Govt.)
2.	The Director of Schoo· Education, West Bengal or his nominee	Member (Ex-Officio)
3.	The Principal, Calcutta Madrasah	—do—
4.	The Head of the Department of Arabic, University of Calcutta.	—do—
5.	Shri Habib Mustafa, M.L.A. Vill–Maheshmati, P.O. & Dist—Malda	M L A Members interested in Madrasah Education (Nominated by the Government).
6.	Shri Faruque Azam, M.L.A. Vill– Pashhurasia, P.O.Guziaria Bazar Dist—West Dinajpur	
7.	Shri Abdus Sobhan Gazi, M.L.A. Vill—Ramchandrapur, P.O.Dakshin Barasat, Dist—South 24–Parganas.	
8.	One representative from the West Bengal Board of Secondary Education.	Member (To be nominated by West Bengal Board of Secondary Education)
9.	Shri Kalimuddin Shams, 6,Maulana Md. Ali Road, Calcutta–123.	Two members (Nominated by Govt.) as Educationist specially interested in Madrasah Education.
10.	Shri A.M.K.Masumi, Prof. of Hadith & Tafsir,Cal. Madrasah, Arabic Dept. Cal–16. Res: 33/1/C, B. Road, Cal-14.	

11. Shri Mazammel Haque, Asstt. Teacher, Manickchak High Madrasah, P.O.Manickchak, Dist–Murshidabad 12. Shri Sk.Nurul Haque, Headmaster, Hatiara High Madrasah, Calcutta–59.	Two members (Nominated by Gov.) as teachers of recognised High Madrasah.
13. To be communicated later on 14. Shri Abdul Hamid, Superintendent Kupila Senior Madrasah, P.O.Kupila Dist. Murshidabad	Two members (to be nominated by Govt.) from amongst teachers of recognised Senior Madrasah
15. Shri Md. Saifullah Sarkar, Teacher, Konnagar Junior High Madrasah, P.O.Raninaqar, Dist—Murshidabad	Member (Nominated by Govt.) as a teacher from a recognised Jr. High Madrasah.

By Order of the Governor
Sd/- H.P.Mukhopadhaya
Joint Secratery.

Government of West Bangal.
Education Department,
Office of the Secretary,
West Bengal Madrasah Education Board,

No. 142(120)/Ex–28 Dated : 21-2-91

From : The Secretary, West Bengal Madrasah Education Board.

To : The Principal/Headmaster/Headmistress, Examination Centre,

Sub : Supervision and inspection in respect of the High Madrasah/Alim/Fazil Examination, 1991.

The undersigned is directed to send herewith the name is of the Board's nominee(s) as per slip pasted below, for inclusion in the Centre committee in respect of his Centre for supervision and inspection of the above referred examinations at the Centre.

The undersigned is further directed to authorise the Members of the Board to visit and inspect any of the examination centres during examination hours. A list showing the names of the members of the Board is enclosed. (See overleaf).

The said nominee(s) and the Members of the Board may be given free access at the Centre during the period of examination.

Centre Superintendent of his examination centre may kindly be informed accordingly.

His co-operation in the matter is solicited.

Secretary.

Name of the Members of the West Bengal Madrasah Education Board

1. Shri Abdus Sobhan Gazi, M.L.A., Vill. Ramchandrapur, P.O.Dakshin Barasat, Dist. 24-Parganas (North).
2. Shri Habib Mustafa, M.L.A., Vill. Maheshmati, P.O.& Dist. Malda

3. Md. Faruque Azam, M.L.A., Vill. Pachhurasai, P.O.Guniarai Bazar, P.S.Islampur, Dist. West Dinajpur.
4. Dr. Md. Amin, Calcutta University
5. Dr. Md. Sahidullah, Principal, Calcutta, Madrasah.
6. Prof. A.M.K.Masumi, Prof. of Hadith & Tafsir, Calcutta Madrashah. Arabic Department, Calcutta–700016 No. 33/1/1C, Beniapukur Road, Calcutta–700014.
7. Janab Kalimuddin Shams, 6, Maulana Md.Ali Road, Calcutta–23.
8. Sk. Nurul Haque, Headmaster, Hatiara High Madrasah, Cal—59 Residence : 30/3, Alimuddin Street (3rd floor) Calcuta—16
9. Shri Mozammel Haque, Asstt. Teacher, Manickchak High Madrasah, P.O.Manikchak, Dist. Murshidabad.
10. Shri Abdual Hamid, Superintendent, Kupila Senior Madrasah, P.O.Kupila, Dist. Murshidabad.
11. Md. Saifulla Sarkar, Teacher, Komnagar Junior High Madrasah P.O.Kupila, Dist. Murshidabad.
12. Shri N. Mukherjee, Officer on Special Duty, Office of the Director of Secondary Education, West Bengal, 6,Bhabani Dutta Lane, Calcutta—700073.

Secretary,
West Bengal Madrasah Education Board

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
SECONDARY BRANCH

No. 377–Edn(S) 4E–7/90
Dated, the 19.3.1991

From : Shri H P Mukhopadhyay, I A S
Joint Secretary to the Govt. of West Bengal.
To : The Director of School Education, West Bengal.
Sub : Sanction of revised staff pattern for Senior Madrasahs (Class–I to X) under the reoriented syllabus.

The undersigned is directed to refer to his letter No. 844–Sc/S dated 7.5.90 on the above subject and to say that the proposal of the West Bengal Madrasah Education Board regarding staff pattern i.e.Groupwise distribution of teaching staff as contained in the Board's letter no 66/Est–4 dated 29.1.91 has duly been examined by the Government and after careful consideration of the proposal contained therein it has been decided by the Government that the staff pattern of Senior Madrasah (Class I to X) will be as below :

Member of Teaching Staff	**Qualification**	**No. of Post**
1. Superintendent	M M with five years teaching experience	1 (one)
2. Asstt. Teachers		
i) Language Group	M M / M. F.	2 (Two)

	B A/B A (Hons) M A/ B.Ed. (Vernacular teacher) according to the medium of teaching	1 (one)
	B A/B A (Hons) M A (Eng.) B. Ed.	1 (one)
ii) Science Group	B.Sc./B.Sc. (Hons) M.Sc., B.Ed.(With combination of subjects Physics, Chemistry & Mathematics	1 (one)
	B.Sc. (Bio)/M.Sc.(Zoology or Botany) B.Ed.	1 (one)
iii) Science Group	B.A./B.A.(H)/M.A./B.Sc. (Hons) M.Sc. (Geography)	1 (One)
iv) Theology Group	M M/M F	4 (Four)
v) For class I to IV	H S or Equivalent B.A.Pt.	1 (one)
	Fazil M/M	1 (one)
	Total :	14 (Fourteen)

3. Existing approved teachers of different groups whose qualifications fall short of above standard will be retained till they vacate the post by retirement, resignation or otherwise

Sd/ H P Mukhopadhyay
Joint Secretary.

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
SECONDARY BRANCH

No. 455/1(3) - Edn (S) Dated, Calcutta 28th March, 1991

From : Shri H.P.Mukhopadyay, IAS Joint Secretary to the Govt. Of West Bengal

To : The Directer of School Education (SE)

Sub : Sanction of grant for construction of class rooms for Junior & Junior Madrasahs to be upgraded from 1991-92 academic session.

The undersigned is directed by Order of the Governor to say that the Governor has been pleased to accord sanction to the scheme of upgradation of 9(nine) Junior Madrasaha to Junior High Madrasaha and also of 23(twenty threee) Junior High Madrasahs to High Madrasahs w.e.f. 1.5.91. Necessary funds for salary etc. of teaching and non-teaching staff will be released during the next finencial year.

2. The Governor has also been pleased to accord sanction to an amount of Rs.20(twenty) lakhs only for construction of additional class rooms for the aforesaid institutions during the current financial year.

3. The charge may be debited to the head "2202-General Education-05- Language Devalopment-102-Promotion of Modern Indian Languages & Literature-State Plan (Annual Plan)-2. Improvement and Development of Madrasaha education-Grants-in-aid/Contribution in the State Civil budget for the current financial year.

4. The Dy.Director of School Education (Boys' High School),West Bengal, is hareby authorised to draw the amount and disburse the same for the purpose for which it has been sanctioned.

5. The Dist.Inspectors of Schools (SE) will release the grant to the authorities of respective Junior High and High Madrasahs on receipt of funds for the D.D.S.E. (Boys' High Schools) West Bengal, and after obtaining necessary estimates duly votted either by the Asst. Engineer, P.W.D. of the concerned districts or by the Asst. Engineer or Sub-Asst. Engineer of the Zilla Parishads or Panchayat Samitees concerned.

6. Utilisation certificates in respect of the grants should be submitted to this deptt. in due course.

7. This issues with the concerrence of Finance Deptt.vide their u/o. No. Gr.B/2419 dt. 8.2.91 & No. Gr.B/511 dt. 25.3.91.

8. The Accountant General, West Bangal & the Pay & Accounts Officers, Calcutta Pay & Accounts Officer are being informed.

Yours faithfully
Joint Secretary.

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
SECONDARY BRANCH

No. $\frac{\text{913-Edn(S)}}{\text{13 A-4/91}}$ Dated Calcutta the 24th July, 1991.

From : Shri H.P.Mukhopadhyya, I.A.S. Joint Secretary to the Govt.of West Bengal.

To : The President, West Bengal Council of Higher Secondary Education,

Sub : Admission of Alim Passed (in revised syllabus) students in Higher Secondary Course under the West Bengal Council of Higher Secondary Education.

Sir,

I am directed to state that students passing the Alim Examination of the West Bengal Madrasah Education Board with the revised syllabus often seek to continue higher studies in the universal system of education under the West Bengal Council of Higher Secondary Education. The matter was examined in consultation with the West Bengal Council of Higher Secondary Education and West Bengal Board of Secondary Education. To meet the requirement of the Admission Regulations of the Council it is falt necessary to revise the syllabus of the Alim Examination suitably and the revision work is under process.

As it will take some more time for introduction of revised syllabi for Alim Examination I am directed to request you kindly to consider admission of alim passed students of 1991 to Higher Secondary Course after scrutiny of each individual application subject to the following conditions :—

a) Students who pass the Alim Examination in 1991 may be considered aligible for admission to Higher Secondary Courses other than in laboratory based subjects under the Council provided they have passed in English either as compulsory or as additional subject and one other language at the Alim level

securing at least 34% marks in language group (Minimum 20% marks in each of the language group subjects)

b) Only those candidates who have studied and passed the Alim Examination with Higher Science as additional subject will be allowed to take laboratory based subjects at H.S. Level on their fulfiling the norms of H.S. Regulation in this respect.

Yours faithfully,
Sd/- H.P.Mukhopadyay
Joint Secretary.

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
SECONDARY BRANCH

No. $\frac{1298-\text{Edn(S)}}{36-14/91}$ Dated Calcutta, the October 4/8/1991.

From : Shri R.N.Paul
Deputy Secretary to the Govt. of West Bengal.

To : The Director of School Education, West Bengal.

Sub : Upgradation of Junior Madrasahs.

In continuation of this Deptt. letter No. 1238–Edn(S) dt. 7.9.91 the undersigned is directed to forward herewith a districtwics list of Junior Madreasha received from the Secretary, West Bengal Madrasah Education Board and to request him to furnish the inspection report from the District Level Inspection team for the purpose of upgrading the said Junior Madrasahs at an early date.

Sd/–R.N.Paul
Deputy Secretary,
To the Govt. of West Bengal.

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
SECONDARY BRANCH

No. $\frac{1238-\text{Edn(S)}}{3S-2/91}$ Dated, Calcutta, the 7th September, 1991.

From : Shri H.P.Mukhopadhyay, I.A.S.
Joint Secretary to the Govt. of West Bengal.

To : The Director of School Education (S.E.), W.B.,

Sub : Upgradation of Junior and Junior High Madrasahs.

The undersigned is directed to say that Govt. has contemplatation to upgrade some Junior and Junior High Madrasahs with effect from the current session, such Junior & Junior High Madrasahs as were recognised upto 1980 will only be considered for upgradation for the present as per list enclosed.

Accordingly he is requested kindly to arrange inspection of such Madrasahs by the District Level Inspection Team and submission of reports to this Department very early with his recommendations in each case. It has been decied that in addition to the points normally covered by the Dist.Level Inspection Teams in this reports the following points should also be specifically covered :–

i) Total population of the Gram Panchayat in which the Madrasah is located and

ii) The percentage of Muslim population.

Last five years' roll strength should also be indicated in the report

Joint Secretary
to the Govt. of West Bengal.

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
SECONDARY BRANCH

No. 1240-Edn(S). / 8B 12/90 Dated, Calcutta, the 9th September, 1991.

NOTIFICATION

In continuation of this Deptt.'s Notification No. 1-Edn(S) dt. 1.1.91 the Governor has been pleased to nominate the following M.L.A. members interested in Madrasah Education on the West Bengal Madrasah Education Board in place of S/S Habib Mustafa, Faruque Azam & Abdus Sobhan Gazi :-

1. Shri Nazul Haque, M.L.A., Vill. Baliadanga, P.O.Singia, Dist. Malda.
2. Shri Jahangir Karim, M.L.A., Vill. Mainan, P.O.Lowada, Dist. Midnapore.
3. Shri Md. Ansaruddin, M.L.A., Vill. Dakshin Jhapardah, P.O. Domjur, Dist. Howrah.

The Governor has also been pleased to nominate Shri Md. Yuqub, M.L.A., 2/2, Bhukailash Road, Calcutta-23 as a member of the said Board as educationist specially interested in Madrasah education in place of Shri Kalimuddim Shams.

By Order of the Governor
Sd/-H.P. Mukhopadhyay,
Jt.Secy. to the Govt. of West Bengal.

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
Office of the Secretary
WEST BENGAL MADRASAH EDUCATION BOARD

No. 687 (275) Dated : 23.9.91

From : The Secretary
West Bengal Madrasah Education Board.

To : The Heads of all recognised institutions.

Sub : Application form for examinership

A specimen copy of the application form of examinership for High Madrasah/Alim/Fazil/M.M. & M.F. Examinations conducted by this Board is given on the reverse. He is requested to circulate this letter and form among all the teachers of his institution and forward the applications of the wiling teachers who are otherwise found eligible.

The applications must reach this office before 30th December, 1991.

The existing examiners of this Board should also apply afresh.

ELIGIBILITY :

HIGH MADRASAH :

Applicants must have

a) either 'Hons' or Masters degree in the subject applied for

b) the subject applied for must have been taken as method subject in B.T. or B.Ed. course.

c) 5 years teaching experience of the subject-applied for in classes IX and X of any recognise High Madrasah/High Schools.

SENIOR MADRASAH :

Applicants must have

a) passed M.M. or M.F. Examination of this Board.

b) 5 years teaching experience of the subject applied for in respective classes of recognised Senior Madrasah.

Md. Ziauddin Hyder–Secretary
West Bengal Madrasah Education Board.

APPLICATION FORM OF EXAMINERSHIP

Subject..

Name of Examination..

*Language (s)........... English/Bengli/Urdu in which he/she can examine the answer-scripts.

*Strike out which is not applicable.

To : The Secretary,
West Bengal Madrasah Education Board
19, Haji Md. Mohsin Square, Calcutta–700 016.

Sir,

I hereby apply for the examinership under your Board and bind myself to accept and follow the guidelines, rules and order of the Board in this connection. My particulars are given below.

1. Name in full (Block letter) ....
   Res. Address ....
   (Phone No. if any)
2. Name of the institution where employed...
   Address...
   (Phone No. if any)
3. State the year when the institution was upgraded ....
4. Date of confirmation/Approval of appointment with memo No..................
5. Academic records :

Examinations passed	Year	Board of University	Subjects to be mentioned	Division or Class
i) Madhyamik				
ii) Higher Secondary				
iii) B.A./B.Sc/B.Com (P)				
iv) B.A./B.Sc (Hons)				
v) M.A.				
vi) B.Ed				

6. Teaching experience :
a) Institution.................................. b) Period..................................
7. Subjects taught.......................Mention the class in which the above subjects taught ....
8. Experience as an examiner :
Name of Exam. Subjects Period Board
9. Whether applied for Examinership in any other subject if so mention the subject...
10. Please state whether any of your relatives or any pupil under your coaching is a candidate for the ensuing examination ?

Date : Signature of the applicant

Certified that the particulars given in the form have been duly verfied by me and the same have been found correct.

Date : Signature & Seal of the Head of the Institution.

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
SECONDARY BRANCH

No. $\frac{1288-\text{Edn(S)}}{14\text{A}-4/91}$ Dated Calcutta, the 27th September, 1991.

NOTIFICATION

The matter of revision of the syllabus of the Alim Examination of the West Bengal Madrasah Education Board to make the same equivalent to the Madhyamik Examination of the West Bengal Board of Secondary Education is under considera-tion of the Government in the Education Department for some time past.

2. After careful consideration of the matter the Governor is pleased to constitute for the purpose a Committee with the follwing members :

1) Prof. Mostafa Bin Quasem President, West Bengal Madrasah Education Board. — Presedent
2) Secretary, West Bengal Board of Secondary Education. — Member

3) Secretary, West Bengal Council of Higher Secondary Education. Member
4) Director of School Education, West Bengal or his representative (not below the rank of a Deputy Director) Member
5) Representative of the School Education Department (not below the rank of a Deputy Secretary) Member
6) Director of Public Instruction, West Bengal or his representative (not below the rank of Deputy Director of Public Instruction) Member
7) Secretary, West Bengal Madrasah Education Board Member-Secretary
8) Prof. A.M.K. Masumi. 33/1/C, Paniapukur Road, Calcutta — 14. Member
9) Shri Sk. Nurul Haque Headmaster, Hatiara High Madrasah, P.O. Hatiara, Calcutta — 50. Member
10) Shri Nuruddin Biswas Asstt. Teacher, Beltala High Madrasah, P.O. Talukhuda, Dist — Nadia. Member
11) Shri Hafez Abdul Mannan, Superintendent, Furfura Senior Madrasah, P.O.Furfura, Dist — Hooghly. Member

3. Terms of reference of the Committee are —

i) to review the syllabus for, and to recommend revision of the syllabus of the Alim Examination (re-oriented syllabus) of the West Bengal Madrasah Education to make it equivalent to the Madhyamik Examination of the West Bengal Board of Secondary Education.

ii) that the Committee shall submit its report within a period of three months from the date of issue of this notification.

4. i) The President of the Committee will preside over its meetings.

ii) In absence of the President of the Committee, members or the committee present in a meeting will select one amongst themselves, who will preside over the meeting.

iii) The contingency liabilities of the committee will be bourne by the West Bengal Madrasah Education Board.

iv) The Member-Secretary of the Committee and at least five other members will form a quorum.

v) The Committee will hold its meetings normally in the office of the West Bengal Madrasah Education Board.

By order of the Governor,
U. K. Ray
Secretary to the Government of West Bengal.

WEST BENGAL MADRASAH EDUCATION BOARD.

No. 785/Est.3.6 Dated : 24-10-91

From : The Secretary,
West Bengal Madrasah Education Board.

To : The Joint Secretary to the Government of West Bengal.
Education Department (Secondary Branch)

Sub : Equivalence of High Madrasah Examination conducted by the West Bengal Madrasah Education Board to the Secondary School leaving/Madhyamik examinations conducted by other Boards of Secondary Education/Councils/Universities in India

Sir,

In drawing your attention to the letter dt. 5-10-91 (Copy alongwith other papers enclosed) of Mr. Mohd. Sabir Gauri. Ld. Advocate Raiasthan High Court at Jodhpur on the subject under reference I would like to state that through the letter bearing no 29(2)Edn(S)/6C-28/89 dt. 11.1.1990, the Education Department (Secondary Branch) of the Government of West Bengal, informed the Additional Director General of Recruiting. Adjustant General's Branch, Army Headquarters, West Bengal-III.R.K. Puran, New Delhi- 110066 and the Steel Authority of India Limited, Ispat Bhawan, Lodi Rd., New Delhi–110003 that the High Madrasah Examination was equivalent to the Madhyamik(Secondary)Examination of the West Bengal Board of Secondary Education for all purposes. The said letter of the Department appears to be not sufficient for recognition of High Madrasah Examination as equivalent to Secondary School leaving examinations of other Boards of Secondary Education/Councils/Universities as is borne out by the aforesaid letter of the Ld. Advocate. Similar actions if taken by other authorities would place at stake the services of a large number of High Madrasah Examination passed candidates now serving in the Army, Railways and Banks and other Central Government Undertakings.

The matter may therefore kindly be taken up at the appropriate level for recognition of High Madrasah Examination certificate by the competent authority and for inclusion in the list of institution recognised by Central Government. Till then the army authorities at the appropriate level may be requested not to proceed further in the matter under reference.

An early action in the matter is solicited.

Yours faithfully,
Sd/- Md.Z. Hyder
Secretary.
West Bengal Madrasah Education Board.

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
OFFICE OF THE SECRETATY,
WEST BENGAL MADRASAH EDUCATION BOARD

No. 824/1 (M) Dated : 4.11.91

From : The Secretary,
West Bengal Madrasah Education Board.

To : The District Inspector of Schools (S.E),
Cooch Behar.

Sub : Placement of nominee of the West Bengal Madrasah Education Board in District Level Inspection Team of Cooch Behar.

As directed, the West Bengal Madrasah Education Board is hereby pleased to place Shri Nurul Islam Sarkar, Asstt. Teacher, Kalmati Junior High Madrasah, P.O.Kalmati, Dist. Cooch Behar in the district Level Inspection Team of Cooch Behar to act as nominee of this Board in connection with recognition upgradation of Madrashas excepting Senior Madrasahs until further order.

Sd/- Md.Z.Hyder
Secretary,
West Bengal Madrasah Education Board.

WEST BENGAL MADRASAH EDUCATION BOARD

No. 807 / 16 Dated : 30-10-91

From : The Secretary,
West Bengal Madrasah Education Board.

To : The District Inspector of Schools (S.E),

Sub : Placement of nominees of the West Bengal Madrasah Education Board in the District Level Inspection Teams for recognition/upgradation of Madrasahs.

As directed, the West Bengal Madrasah Education Board is hereby pleased to place the persons whose names have been noted herein against each of the District in the District Level Inspection Team of the said District to act as nominees of this Board in connection with the recognition/upgradation of Madrasahs excepting Senior Madrasahs until further order.

Name of the District	**Name of the nominee with address**
1. Burdwan	Abdul Salek, Kulgoria High Madrasah, P.O.Sanko
2. Howrah	Mushtaque Mohammed Ahmed, Howrah Hat High Madrasah (School), 64, G.T. Road, South Howrah
3. South 24–Praganas	Mursalin Mollah, Chatta Rameswarpur Jr. High Madrasah, P.O.Chatta Kalikapur
4. North 24–Paragans	Md. Abdualla, Headmaster, Arisullahpur S. High Madrasah, P.O.Ramnathpur
5. West Dinajpur	Faruque Azam, Vill. + P.O. Ganguria
6. Birbhum	Rabiul Haque, Asstt. Teacher, Bholagoria Ahmedia High Madrasah, P.O. Panrui via Abineshpur
7. Midnapur	Sk. Israil, Vill — Salika, P.O.Radhanagar
8. Calcutta	M.K.Anwar, 22, Linton Street, Calcutta-14.

Name of the Dist.	Name of the nominee with address
9. Darjeeling	Saadat Ali Beg, Asstt.Teacher, Shamsia High Madrasah, P.O. Siliguri Bazar
10. Bankura	Najibur Rahaman, Asstt. Teacher, Saltora High School, P.O. Saltora
11. Hooghly	Mahaboobar Rahaman, Asstt. Teacher, Furfura Senior Madrasah, P.O. Furfura, P.S.Jangipore
12. Malda	Jalaluddin, Asstt.Teacher, JHR (Jalalpur, Hazratput, Ramkrish-napur) Senior Madrasah, P.O. H.Jalalpur, P.S.Khar-ba
13. Murshidabad	Mojammel Haque, Asstt. Teacher, Manikchak High Madrasah, P.O.Manikchak Res : Vill : Jhoubona, P.S. Bajupara via Lalgola
14. Jalpaiguri	Ataur Rahaman, Asstt. Teacher, Gadang Hujuria Sr. Madrasah, P.O.Kothapare via-Dhupguri, P.S. Dhupguri
15. Nadia	Abul Kasim Sarker, C/O Beltala High Madrasah, P.O.Charatala
16. Purulia	Sultan Ansari Vill. + P.O. Baligora

Secretary,
West Bengal Madrasah Education Board.

28 WEST BENGAL HIGHER SECONDARY COUNCIL

CHANGED PATTERN OF SECONDARY EDUCATION

DEPTT. OF INFORMATION AND
PUBLIC RELATIONS.
GOVERNMENT OF WEST BNENGAL.

No. 1147 (200)IPR/R Dated, Calcutta, the 9th Nov., 1972.

The West Bengal Government have decided to change the structural pattern of Secondary Education and the decision will be implemented with effect from January 1, 1973.

Pending the preparation of a new syllabus to suit the change pattern of Class X Schools, the West Bengal Board of Secondary Education has been advised to introduce the existing School Final Syllabus in Class IX of Higher Secondary Schools. The students who are now in Classes IX, X and XI of Higher Secondary Schools will be allowed to continue in the existing Secondary Course. The Board has been advised to make suitable provisions of plucked students.

Steps will also be taken by the Government to set up an Intermediate Board of Education.

No. 2062-Edn.(S) (Press Note)
dt/9.11.72

RESOLUTION *

1. The existing pattern of Secondary Education in the State of West Bengal introduced in 1957 by the Resolution No. 10973-Edn. dated 6.12.55.

2. School Education has thereafter developed under the present system during the last 15 years or so. During this period some defects of the existing system have been brought to the notice of the Government.

3. With a view to remodelling the structural pattern of Secondary Education in the State to suit the needs of the time, discussions were held with different organisations of teachers and students and also with academic bodies in the State.

4. After considering all views it has been decided that, in conformity with the uniform national pattern of education evolved by the Government of India, the structural pattern of school education in the State shall be as follows :-

(i) School Education shall cover a period of ten years ;

(ii) The first five years shall cover Primary Education ;

Comment : Resolution adopted under above memo to change the structure of Secondary Education in West Bengal was given effect from 1976. But the scheme of teaching socially useful and productive craft or trade in classes IX & X remained an utopian. Formerly it was known as a craft now it was termed as work education, to speak frankly an old wine in a new bottle. —Editor.

(iii) The next five years shall cover Secondary Education which shall be divided into two stages viz., the Junior Secondary Course covering a period of three years from Class VI to VIII and the Secondary Course covering a period of two years from Class IX to X. Class X shall mark the terminal stage of School Education and a public examination shall be held thereafter by the West Bengal Board of Secondary Education ;

(iv) The first ten years of school, covering a Primary Stage of five years and a Secondary Stage of five years, shall provide a course of general education without any specialisation but at the secondary stage in Class IX and X emphasis shall be laid on the teaching of socially useful and productive craft or trade ;

(v) The existing Higher Secondary Schools (XI Class) shall be converted into Class X pattern and the structural pattern suggested above shall be introduced from the Ist January, 1973. The existing Higher Secondary Schools coverted into Class X Schools from January, 1973 may, however, be allowed to retain Higher Secondary Course for those students who are in Classes IX X, and XI in 1972 and who will pass out in 1973, 1974 and 1975. Provision for plucked students shall be made by the West Bengal Board of Secondary Education.

(vi) The West Bengal Board of Secondary Education shall formulate a new School curriculum for Secondary Education and also detailed school curricula and syllabus for the changed pattern to fit the new situation. The existing School Final Syllabus shall be introduced in Class IX of the Higher Secondary Schools coverted to Class X pattern from 1.1.73.

*(vii) The two-year course following the High School course mentioned above shall be introduced in separate institutions to be named as Jr. Colleges under a separate Statutory Body to be known as the Board of Intermediate Education. These Jr. Colleges shall be designed to combine the good features of both the school and college pattern, in the following manner :—

(a) Roll strength of a section should not normally exceed 100 ;

(b) Tutorial and seminar shall not only be frequent but also complusory.

(viii) Actual vocationalization of education and diversification of students to different streams will start in the two years Jr. College which shall provide course of education in different branches like Commerce, Agriculture, Industry and other allied productive pursuits in order to meet the needs of industry, agriculture and trade.

(ix) The existing Degree Colleges may also be permitted to run the two-year Jr. College Course from 1975 as the students who will be reading in Class IX in 1973 in the new 10 year course will appear at the Final

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Comment : The two years intermediate course, after school studies of ten years (Primary — 5 years and Secondary' 5 years) in a Junior College was practically joined to selected High schools and existing Degree Colleges, with a very little change in the curriculum. The results have been proved disastrous since school education and college education cannot be fitted to the same feeding bottles. —Editor.

Examination of the West Bengal Board of Secondary Education in 1975. Admission to Pre-Univ. Course in the existing Colleges shall be stopped with effect from 1975 and from that year the students passing the S.F. Examination under the new 10 year course, will be admitted to the first year of the two-year Jr. College Course.

(x) Upto 1975 students who are now reading and will be reading in the existing Higher Secondary Courses should be allowed to seek admission to the First Year of the present Three-Year Degree Course. After 1975 such students, if there be any, may be admitted in the 2nd year of the Junior Colleges.

Order—Ordered that the resolution be published in the Calcutta Gazette and that copies be forwarded to the Director of Public Instruction, West Bengal, Information & Public Relation Department, All Universities in the State, Indian Institute of Technology, Kharagpur and also to the Board of Secondary Education, West Bengal.

By Order of the Governor,
D.K.Guha
Education Commissioner & Secretary
to the Government of West Bengal.

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION ACT.
WEST BENGAL ACT VIII OF 1975

[Passed by the West Bengal Legislature]

[Assent of the Governor was first published in the *Calcutta Gazette, Extraordinary*, vide no. 782 L dated 3rd April, 1975.]

Whereas it is expedient to establish a Council of Higher Secondary Education in the State of West Bengal, to define the powers and functions of such Council and to provide for certain matters connected therewith.

It is hereby enacted in the Twenty-sixth Year of the Republic of India, by the Legislature of West Bengal, as follows :

CHAPTER I
Preliminary

1. Short title and extent : (1) This Act may be called the West Bengal Council of Higher Secondary Education Act, 1975.

(2) It extends to the whole of West Bengal.

2. Definitions: In this Act, unless the context otherwise requires—

(a) "Council" means the West Bengal Council of Higher Secondary Education established under Section 3 ;

(b) "the Fund" means the West Bengal Council of Higher Secondary Education Fund referred to in Section 28 ;

*(c) "Head of Institution" means the head of the teaching staff of an Institution by whatever name he or she may be designated ;

(d) "Higher Secondary Education", except in relation to such class of students as the State Government may specify in this behalf, means such education,

commencing after the terminal stage of school education in the pattern of secondary education introduced with effect from the 1st day of January, 1974, which concludes with the passing of the public Examination by whatever name called and instituted by the West Bengal Board of Secondary Education, as is provided for students with a view to qualifying them for admission to diploma or degree course instituted by a University, or by Government, or by a Statutory Body, and includes, subject to any general or special order of the State Government, education in—

(i) Humanities, (ii) Sciences, (iii) Commerce, (iv) Agriculture, (v) Technical courses or (vi) Other courses, vocational or otherwise, which the State Government may, in consultation with the Council, specify ;

(e) "Institution" means a Higher Secondary School or an educational institution or department of a college or institution imparting instruction in Higher Secondary Education ;

(f) "Managing Committee", used with reference to an Institution, means the person or the body of persons for the time being entrusted with the management of the affairs of the Institution :

(g) "member" means a member of the Council ;

(h) "notification" means a notification published in the *Official Gazette* ;

(i) "prescribed" means prescribed by rules made under this Act ;

(j) "President" means the President of the Council ;

(k) "recognised" with its grammatical variations, used with reference to Institutions, means recognised under this Act ;

(l) "regulation" means a regulation made by the Council under this Act ;

(m) "rule" means a rule made by the State Government under this Act ; and

(n) "Secondary Education", except inrelation to such class of students as the State Government may specify in this behalf, means such education in the pattern of Secondary Education introduced with effect from the 1st day of January, 1974, imparted in any institution defined as such in the West Bengal Board of Secondary Education Act, 1963, [West Bengal Act V of 1963] as terminates with the passing of the public examination by whatever name called and instituted by the West Bengal Board of Secondary Education.

CHAPTER II
The Council

3. Establishment and incorporation of the West Bengal Council of Higher Secondary Education : (1) The State Government shall, as soon as may be after this Act comes into force, establish a Council to be called by the West Bengal Council of Higher Secondary Education.

Comment : The Head of the Secondary-school having plus two stages i.e. XI & XII was termed as Headmaster-cum-Rector. Of course, the term 'Rector' was withdrawn since the introduction of Higher Secondary classes was declared to be integrated under the Management Rules of the West Bengal Board of Secondary Education. —Editor.

(2) The Council shall be a body corporate with perpetual succession and a common seal, shall be entitled to acquire, hold and dispose of property, to enter into contracts and to do all other things necessary for the purposes of this Act and shall by its name sue and be sued.

4. Composition of the Council : (1) The Council shall consist of the following members, namely :

(a) the President who shall be appointed by the State Government ;

(b) the President of the West Bengal Board of Secondary Education established under the West Bengal Board of Secondary Education Act. 1963, *ex-officio* ;

(c) the Director of Secondary Education, West Bengal, *ex-officio* ;

(d) the Director of Technical Education, West Bengal, *ex-officio* :

(e) the Director of Industries, West Bengal, *ex-officio* ;

(f) the Director of Agriculture, West Bengal, *ex-officio* ;

(g) persons not exceeding seven in number to be nominated by the State Government, of whom—

(1) One shall be a woman interested in education,

(2) one shall be a Principal of a College,

(3) one shall be the Dean of any of the Faculties of the Bidhan Chandra Krishi Viswa Vidyalaya ;

(h) four teachers to be elected by the teachers of the Institutions from amongst themselves in the manner prescribed, of whom at least one shall be the Head of an Institution ;

(i) two representatives of the West Bengal Legislative Assembly to be elected by the members of such Assembly from amongst themselves in the manner prescribed ;

(j) one representative of the Senate of the University of Calcutta to be elected by the members of the Senate from amongst themselves in the manner prescribed :

(k) one representative of the University of Burdwan to be elected by the members, of such University from amongst themselves in the manner prescribed ; and

(l) one representative of the North Bengal University to be elected by the members of such University from amongst themselves in the manner prescribed.

(2) The President shall be a whole-time officer of the Council.

(3) The members referred to in clauses (a) to (g) of sub-section (1) and the following persons to be nominated by the State Government shall be the first members of the Council, namely :

(i) two members of the West Bengal Legislative Assembly ;

(ii) One member of the Senate of the University of Calcutta ;

(iii) one member of the University of Burdwan.

(iv) one member of the North Bengal University.

(4) The first members of the Council other than the President shall hold office for such period not exceeding two years as the State Government may specify.

5. Salary and allowances of the President of the Council : The President shall receive such salary and allowances, if any, from the West Bengal Council of Higher Secondary Education Fund as the State Government may determine.

6. Publication of the names of the President and members of the Council : The names of the President and othe members of the Council appointed, nominated or elected under Section 4 shall be published in the *Official Gazette*, as soon as may be after their appointement, nomination or election, as the case may be.

7. Term of office of nominated members of the Council : (1) Subject to the provisions of this Act, a nominated or elected member shall hold office for such term not exceeding three years as the State Government may specify and such term shall be computed from the date on which the name of the nominated or elected member is published under Section 6.

(2) On the expiration of the term of office specified under sub-section (1) a nominated or elected member may be re-nominated or re-elected.

8. Casual vacancies : If a nominated or elected member dies or resigns his office or otherwise ceases to be a member, the vacancy shall be filled up by a fresh nomination or election, as the case may be, under Section 4.

9. Term of office of the President : The appointment of the President under clause (a) of sub-section (1) of Section 4 shall be for such period as the State Government may specify in this behalf, but the State Government may extend the period from time to time so, however, that the total period of appointment does not exceed four years from the date of first appointment and on the expiration of the said period of the extended period, if any, the President may be re-appointed.

10. Supervening disqualification of the President, nominated or elected member : If the President, or a nominated or elected member becomes, after his appointment or nomination or election, as the case may be, subject to any of the disqualifications specified in Section 14, he shall cease to hold office with effect from such date as the State Government may direct.

11. Cessation of membership : The member referred to in sub-clauses (2) and (3) of clause (g) and clauses (h) to (l) of sub-section (1) and sub-section (3) of Section 4 shall cease to hold office as such as soon as they cease to hold office as the Principal of a College, the Dean of a Faculty to the Bidhan Chandra Krishi Viswa-Vidyalaya, the Head of an Institution, a member of the West Bengal Legislative Assembly, a member of the Senate of the University of Calcutta, or a member of the University of Burdwan or the North Bengal University, as the case may be.

12. Resignation of the President and nominated or elected member : (1) The President may resign his office by giving a notice in writing to the State Government stating his intention so to do, and on such resignation being accepted by the State Government, the President shall be deemed to have vacated his office.

(2) A nominated or elected member may resign his office by giving a notice in writing to the President stating his intention so to do, and on such resignation being accepted by the Council, such member shall be deemed to have vacated his office.

13. Temporary and acting arrangement for the office of the President : If the President dies ror resigns his office or ceases to hold office or is temporarily absent

or by any reason unable to perform the function of the President, the State Government shall authorise a member of the Council to exercise the powers and perform the duties of the office of the President until the President resumes office or a new President is appointed, as the case may be.

14. Disqualifications for membership : A person shall be disqualified for being appointed or nominated or elected a member of the Council if he—

(a) has been adjudged by a competent Court to be of unsound mind ;

(b) is an undischarged insolvent ;

(c) being a discharged insolvent, has not obtained from the Court a certificate that his insolvency was caused by misfortune without any misconduct on his part ;

(d) has been convicted by a Court of an offence which is declared by the State Government to be an offence involving moral turpitude, unless—

(i) such disqualification is condoned by the State Government, or

(ii) the term of his sentence of imprisonment, or a period of five years from the date of his conviction, whichever is longer, has expired :

(e) directly, or indirectly, by himself or his partner,—

(i) has or had any share or interest in any text-book approved by the Council or published by or under the authority of the Council, or

(ii) has any interest in any work done by order of or in any contract entered into by or on behalf of the Council ;

Provided that a person who had any share or interest in any text- book referred to in sub-clause (i) shall not be deemed to have incurred, the disqualification under the said sub-clause if five years have elapsed from the date of the publication or re-publication of such text-book.

15. Conduct of meetings : The President, or in his absence, one of the members of the Council elected from amongst those present, shall preside at meetings of the Council, and the President or such member shall be entitled to vote on any matter and shall have a second or casting vote in every case of equality of votes.

16. Restriction on voting : (1) No member of the Council shall vote on any matter in which he has any personal or pecuniary interest or if it relates to any Institution of which he is either a teacher or a member of the Managing Committee.

(2) The President or the member presiding at a meeting of the Council shall decide any question arising under sub-section (1) and his decision thereon shall be final.

17. Persons in the service of the Council : (1) The Council shall have a Secretary who shall be appointed by the State Government on such terms and conditions as may be determined by the State Government.

(2) The Council may appoint such other officers and employees as it may consider necessary for carrying out the purpose of this Act and shall determine, subject to the approval of the State Government, the terms and conditions of such appointment.

(3) Subject to the general control and supervision of the President, the Secretary shall be the principal administrative officer of the Council and be entitled to attend and speak at any meeting of the Council, but shall not be entitled to vote.

CHAPTER III

*The Boards**

18. Boards : (1) The Council may constitute Boards of Studies in one or more of the following branches, namely :

(a) Humanities, (b) Sciences, (c) Commerce, (d) Agriculture, (e) Technical courses, and (f) Other courses, vocational or otherwise.

(2) Each such Board of Studies shall consist of—

(i) the President, (ii) one member to be nominated by the State Government, (iii) one member to be elected by the members of the Council from amongst themselves, (iv) two members to be elected by the members of the Council from amongst the members of the teaching staff of the Institutions imparting instructions in the branch in respect of which the Board of Studies is to be constituted, and (v) not more than two members to be nominated by the President from amongst the experts in the branch of education in respect of which the board of studies is to be constituted.

(3) The term of office of the members of each of Boards of Studies shall be two years, but the Council may extend the period from time to time so, however, that the total period does not exceed three years.

(4) The President shall be the Chairman of each of the Boards of Studies and the Secretary to the Council shall be the Secretary thereto,

(5) Each Board of Studies shall perform such functions as may be assigned to it by the Council.

(6) The Chairman shall preside over the meetings of each such Board of Studies and in his absence, the members present shall elect one from amongst themselves to preside.

(7) A member of any such Board who is a member of the Council shall continue to hold office until he ceases to be a member of the Council.

CHAPTER IV

Committees of the Council

19. Constitution of Committees : (1) The Council may, with the approval of the State Government, constitute any or more of the following Committees, namely :

(a) The Recognition Committee ; (b) the Syllabus Committee ; (c) the Examinations Committee ; (d) the Finance Committee ; (e) the Approval Committee ; (f) such other Committee or Committees as it may think fit.

(2) Each of the Committees referred to in clauses (a) to (d) and (f) of sub-section (1) shall be composed of the President as its the total number of members including the President shall not exceed seven.

(3) The Appeal Committee shall be composed of not more than seven members including a person who holds or has held the office of a judge not below the rank of a District Judge as its Chairman and other members all or some of whom shall be members of the Council.

Comment : The Council of Higher Secondary Education is no longer known as a separate and independent organisation which has been practically meant to give recognition for introducing Higher Secondary classes in the Schools and Colleges and to conduct the Higher Secondary Examinations. —Editor.

(4) There shall be a Secretary to each such Committee who shall be deputed by the President from amongst the officers of the Council.

20. Functions of Committees : (1) It shall be the duty of the Recognition Committee to advise the Council on all matters concerning the recognitions.

(2) It shall be the duty of the Syllabus Committee to—

(a) advise the Council on matters relating to the syllabus and the courses of studies to be followed and the books to be studied in recognised Institutions and for examinations instituted by the Council ;

(b) advise the Council on any matter relating to the syllabus, courses of studies or books to be studied, as may be referred to it by the Council.

(3) It shall be the duty of the Examinations Committee to advise the Council on—

(a) the selection of Paper-setters, Moderators, Tabulators, Examiners, Invigilators, Supervisors and others employed in connection with examinations instituted by the Council and the rates of remuneration to be paid to them ;

(b) the fees to be paid by candidates for such examinations ;

(c) any matter relating to such examinations which may be referred to it by the Council, for advice.

(4) It shall be the duty of the Finance Committee to prepare the budget of the Council and to advice the Council on such matters relating to finance as may be referred to it by the Council, for advice.

(5) (a) All appeals by the members of the teaching and the non-teaching staff against decision of Managing Committees of the recognised Institutions shall be heard and decided by the Appeal Committee ;

(b) The decisions of the Appeal Committee on such appeals shall be final and no suit or proceeding shall lie in any Civil or Criminal Court in respect of any matter which has been or may be referred to or has been decided by the Appeal Committee.

(6) Any other Committee or Committees that may be constituted under clause (f) of sub-section (1) of Section 19 shall have such powers of functions as the Council may assign to such Committee or Committees.

CHAPTER V

Power and functions of the Council and the President

21. Functions of the Council : (1) It shall be the duty of the Council to advise the State Government on all matters relating to Higher Secondary Education referred to it by the State Government.

(2) Subject to any general or special order of the State Government, the provisions of this Act and any rule made thereunder, the Council shall have generally the power to direct, supervise and control Higher Secondary Education and in particular, the power—

(a) to grant or refuse recognition to Institutions, and to withdraw such recognition, if it thinks fit, after considering the recommendations of the Recognition Committee, if any, in accordance with such regulations as may be made in this behalf ;

(b) to maintain a register of recognised Institutions ;

(c) to provide for inspection of recognised Institutions;

(d) to provide by regulations, after considering the recommendation of the Syllabus Committee, if any, the curriculum, the syllabus, the courses of studies to be followed and the books to be studied in recognised Institutions and for examinations instituted by the Council.

(e) to undertake, if necessary with the approval of the State Government, the preparation, publication or sale of text-books and other books for use in recognised Institutions ;

(f) to maintain and publish, from time to time, list of books approved for used in recognised Institutions and for examinations instituted by the Council and to remove the name of any such book from any such list ;

(g) to institute Higher Secondary Examinations for the purposes of this Act and such other examinations as it may think fit and to make regulations in this behalf ;

(h) to make regulations regarding the conditions to be fulfilled by candidates presenting themselves for examinations instituted by the Council ;

(i) to publish results of the examinations instituted by the Council and to award diplomas, certificates, prizes and scholarships in respect thereof;

(j) to provide by regulations after considering the recommendations of the Examinations Committee, if any, the rates of remuneration to be paid to Paper-setters, Moderators, Tabulators, Examiners, Invigilators, Supervisors and others employed in connection with examinations instituted by the Council, and the fees to be paid by candidates for such examination ;

(k) to grant permission to candidates to appear at examinations instituted by the Council and to refuse or withdraw such permission if it thinks fit in accordance with such regulations as may be made in this behalf ;

(l) to administer the West Bengal Council of Higher Secondary Education Fund ;

(m) to provide by regulations the procedure for filing and disposal of appeals by members of the teaching non-teaching staff against decisions of the Managing Committees of recognised Institutions ;

(n) to institute and adminster such Provident Funds as may be prescribed ;

(o) to make regulations relating to the conduct, discipline and appeal in respect of the officers and employees of the Council ;

(p) to perform such other functions as may be assigned to it by the State Government.

(3) Subject to the provisions of sub-section (2) the Council shall have the power to make regulations in respect of any matter for the proper exercise of its powers under this Act.

(4) No regulation shall be valid unless it is approved by the State Government and the State Government may, in according such approval, make such additions, alterations or modifications therein as it thinks fit.

Provided that before making any such addition, alteration or modification, the State Government shall give the Council an opportunity to express its views thereon within such period not exceeding one month as may be specified by the State Government.

(5) All regulations approved by the State Government shall be published in the *Official Gazette*.

22. Powers and duties of the President : (1) The President shall be responsible for carrying out and giving effect to the decisions of the Council and of any Board of Studies or Committee constituted under this Act.

(2) The President may in any emergency, exercise any of the powers of the Council, provided however, that he shall not act contrary to any decision of the Council, and shall, as soon thereafter as may be, report to the Council the action taken by him together with the reasons therefor.

(3) The President shall—

(a) exercise general supervision and control over the Secretary, and the other officers and employees appointed by the Council ;

(b) assign to each member of the Council, the Board of Studies or the Committee, such duties as he thinks fit ;

(c) sanction such claims of travelling allowances and at such rates as the State Government may determine ; and

(d) take such other action not inconsistent with any decision of the Council as he considers necessary for the proper functioning of the Council.

CHAPTER VI

Meetings

23. Meetings of the Council : (1) The annual meeting of the Council shall be held in the month of July each year.

(2) The Council shall meet at such other times as may be appointed by the President, but in no case less than four times a year.

(3) One-third of the total number of members of the Council shall form a quorum at any meeting of the Council.

24. Regulations relating to meetings : The Council shall make regulations relating to meeting of the Council, or of any Board of Studies, or of any Committee constituted by the Council and the procedure to be followed at such meetings.

CHAPTER VII

Finance and Audit

25. Annual Report : (1) The President shall place before the annual meeting of the Council held in the year following the year in which it is constituted and before every annual meeting thereafter a report on the working of the Council during the last preceding financial year.

(2) The report shall be forwarded to the State Government within one month of its presentation before the annual meeting of the Council together with such comments thereon as the Council may think fit to make.

26. Budget : (1) The President shall place before every annual meeting a budget estimate showing in such form as may be prescribed, the anticipated income and expenditure of the Council during the financial year in which the annual meeting is held.

(2) The budget estimate shall after confirmation by the Council be forwarded to the State Government within such time as may be prescribed.

(3) (a) The State Government shall within three months of the receipt of budget esti mate either accord its approval to the same or return it to the Council with such comments and suggestions as it deems necessay if in its opinion such estimate—

(i) is not reasonably accurate with reference to ascertainable facts, or shows a deficit in its closing balance ;

(ii) includes new items of recurring expenditure which are likely to impose upon the Council in the future financial liabilities which the Council is not likely to be able to meet from its income ; and

(iii) includes provisions for expenditure which are not in accordance with the provisions of this Act.

(b) If the budget estimate is returned under clause (a) the Council shall consider the comments and suggestions made by the State Government and may, if it thinks fit revise the said estimate. The Council shall then submit the budget estimate as so revised to the State Government, or the Council shall, if it does not think fit revise the estimate, submit it in its original form to the State Government within one month of receiving it together with its replies on the comments and suggestions made by the State Government.

(c) If the State Government does not approve of the budget estimate as revised by the Council or if the budget estimate is returned by the Council without revision, the Government may amend the budget estimate by making—

(i) such modifications as are in its opinion necessary to render the estimate reasonably accurate with reference to ascertainable facts or to balance the income and expenditure ;

(ii) additions, alterations or modifications in any provision relating to new expenditure of a recurring nature ;

(iii) any alteration or modification in any provision for expenditure which, in its opinion, is not in accordance with the provisions of this Act ;

and shall forwarded the budget estimate as so amended to the Council and the budget estimate so returned shall be the budget estimate of the Council for the relevant year.

(4) If the State Government does not accord its approval to the said estimate within three months of the receipt thereof for such approval or within three months of the submission thereof with or without revision, the said estimate shall be deemed to have been approved by the State Government.

27. Grants by the State Government : The State Government may, after considering the budget estimate, the accounts of the Council and such reports as it may call for, make such annual or periodical grants to it as it may think fit ;

Provided that on the establishment of the Council and before the first budget estimate is forwarded to the State Government, the State Government may, after considering such report as it may call for from the Council, make such initial grant to the Council as may be considered necessary.

28. Fund of the Council : (1) The Council shall have a Fund to be called the West Bengal Council of Higher Secondary Education Fund to which hall be credited—

(a) all sums which may be paid by the State Government under Section 27 ;

(b) all fees realised under any of the provisions of this Act ;

(c) all sums representing income from endowments or from property owned or managed by the Council; and

(d) all other sums received by or on behalf of the Council from any other source whatsoever.

(2) The Fund shall vest in the Council and shall be under its control and shall be held by it in trust for the purposes of this Act.

(3) All moneys payable to the credit of the Fund shall forthwith be paid into the Reserve Bank of India or the State Bank of India to the credit of the Fund, and all cheques drawn on the Fund shall be signed by the President or by such other person as he may authorise in writing in this behalf.

29. Application of the Fund : No expenditure shall be incurred from the Fund except for the purposes of this Act, and unless such expenditure is provided for in the budget as approved under this Act or can be met by re-appropriation sanctioned in the presribed manner.

30. Accounts : The Council shall keep an account of all its receipts and expenditure in the manner prescribed.

31. Audit : (1) The accounts of the Council shall be examined and audited annually in such manner as may be prescribed by an auditor or auditors appointed by the State Government.

(2) For the purpose of examination and audit under sub-section (1) an auditor appointed under that sub-section may—

(a) require in writing the production before him of any document relating to the Council or the assets thereof which he considers to be necessary for the proper conduct of the audit ;

(b) require in writing the personal appearnace before him of any person accountable form or having the custody or control of, any such document to answer any question relating thereto ; and

(c) require any person so appearing before him to submit a statement in writing in respect of any such document.

(3) It shall be the duty of the Council, and of every member thereof, and of the Secretary and the members of the staff in the service of the Council to afford to the auditor every facility for the examination and audit of the accounts of the Council and to comply with any requisition made by the auditor under sub-section (2) and with the requirement of any rule made in this behalf.

(4) Any person who wilfully neglects or refuges to complay with a requisition made under sub-section (2) or with the requirement of any rule made in this behalf shall, on conviction, be punishable with fine which may extend to one hundred rupees.

(5) No complaint in respect of any offence punishable under sub-section (4) shall be made except with the previous sanction of the State Government.

(6) No Magistrate other than a Metropolitan Magistrate or a Judicial Magistrate of the first class shall try an offence punishable under sub-section (4).

32. Audit report : (1) Not more than fourteen days after completion of the audit, auditor shall submit to the State Government a report on the accounts audited, and

shall send a copy thereof to the Council which shall forward it to the State Government together with its observations thereon.

(2) The State Government shall take such action on the audit report as it thinks fit.

CHAPTER VIII

Supplimental provisions

33. Payment of allowance : Subject to the provisions of Section 5, members of the Council shall receive such allowance for attending the meetings or for other purposes as the State Government may determine.

34. Council to furnish information : The Council shall furnish to the State Government such reports, returns and statement as may be prescribed and such further information on any matter relating to the council as the State Government may require.

35. Power of State Government to suspend Proceedings : The State Government may by order in writing stating the reasons thereof, suspend the execution of any resolutions or order of the Council, or of any Board of Studies, or any Committee constituted under this Act and prohibit the doing of any act which purports to be done or intended to be done under this Act, if the State Government is of opinion that such resolution, order or act is in excess of the powers conferred by or under this Act upon the Council, or the Board, or the Committee, as the case may be.

36. Certain persons to be deemed to be public servants : The members of the Council, or every Board or Committee constituted under this Act, persons in the service of the Council and any person appointed under this Act to audit the accounts of the Council shall be deemed to be public servants within the meaning of Section 21 of the Indian Penal Code **[Act XLV of 1860]**

37. Indemnity : No suit, prosecution or other legal proceeding whatever shall lie against any person for anything in good faith done or intended to be done under this Act.

38. Savings : No Act or proceeding taken under this Act shall be invalid on the ground merely of :

(a) the existence of any vacancy in, or defect in the constitution of the Council, or any Board, or any Committee constituted under this Act ;

(b) any member of the Council having voted on any matter in contravention of the provisions of Section 15, or

(c) any defect or irregularity not affecting the merits of the case.

39. Transitory provisions : (1) The President shall make the first regulations for the purposes of this Act.

(1) The first regulations shall remain in force for a period of one year or until regulations are made by this Council under the provisions of this Act, whiever is earlier.

40. Power to make rules : (1) The State Government may, after previous publication, make rules for carrying out the purposes of this Act.

(2) In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters namely :

(a) the acquisition, possession and disposal of property by the Council, the conditions of such acquisition, possession and disposal, and the perfor-

mance by the Council of any function referred to in sub-section (2) of Section 3 ;

(b) the manner of election of the members of the Concil specified in clauses (h) to (l) of sub-section (1) of Section 4 ;

(c) the Provident Fund referred to in clause (h) of sub-section (2) of Section 21 as may be instituted and administered by the Council ;

(d) the composition, powers, functions, approval and supersession of Managing Committees of recognised Institutions ;

(e) the form in which budget estimate of the Council shall be prepared as referred to in sub-section (1) of Section 26 ;

(f) the time within which the budget estimate shall be forwarded to the State Government as referred to in sub-section (2) of Section 26 ;

(g) the manner in which all payments to and from the West Bengal Council of Higher Secondary Education Fund shall be made ;

(h) the manner of re-appropriation under Section 29 ;

(i) the manner and form in which accounts of receipt and expenditure shall be kept under Section 30 ;

(j) the manner in which examination and audit of the accounts of the Council shall be made under Section 31 ;

(k) the reports and statements to be furnished by the Council under Section 34 and the forms of such reports returns and statements ;

(l) any other matter rerquired to be prescribed or provided or made by rules.

41. Council to be guided by directions of State Government : The Council shall, in exercising its powers and performing its duties under this Act, be guided by such directions at the State Government may, by notification, give from time to time regarding the scope and content of Higher Secondary Education.

42. Repeal and savings : (1). The West Bengal Council of Higher Secondary Education Ordinance, 1975 is hereby repealed. [West Bengal Ordinance 1 of 1975].

(2) Anything done or any action taken under the West Bengal Council of Higher Secondary Education Ordinance, 1975, shall be deemed to have been validly done or taken under this Act as if this Act had commenced on the 31st day of January, 1975.

By order of the Governor,
K.K.Maitra
Secy. to the Govt. of West Bengal.

(Published in the Calcutta Gazette Extraordinary dated June 12,1975)

GOVERNMENT OF WEST BENGAL,
LEGISLATIVE DEPARTMENT

WEST BENGAL ORDINANCE NO. V OF 1975

THE WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION (AMENDMENT) ORDINANCE, 1975

Whereas it is expedient to amend the West Bengal Council of Higher Secondary Education Act, 1975, for the purposes and in the manner hereinafter appearing ;

AND WHEREAS the Legislative Assembly of the State of West Bengal is not in session and the Governor is satisfied that circumstances exist which render it necessary for him to take immediate action ;

The Governor is pleased in exercise of the power conferred by clause (1) of article 213 of the Constitution of India, to make and promulgate the following Ordinance, namely :

1. This Ordinance may be called the West Bengal Council of Higher Secondary Education (Amendment) Ordinace, 1975.

2. In Section 18 of the West Bengal Council of Higher Secondary Education Act, 1975 (hereinafter referred to as the said Act),—

(i) in sub-section (1), for the words, "Boards of Studies in one or more", the words "Board of Studies for one or more subjects in one or more" shall be submitted ;

(ii) in sub-section (2),—

(a) in clause (iv), for the words "in the branch", the words "in any of the subjects in the branch of education" shall be substituted.

(b) in clause (v), for the words "in the branch", the word "in any of the subjects in the branch" shall be substituted ;

(iii) after sub-section (3), the following sub-section shall be inserted, namely :

"(3A) Notwithstanding anything contained in clause (iv) of sub-section (2), the members referred to therein shall, for the purpose of first constitution of any Board of Studies, be nominated by the State Government and the members so nominated shall hold office for the term specified in sub-section (3)."

3. In section 33 of the said Act, after the words "members of the Council", the words, "Boards of Studies and Committees' shall be inserted.

ANTHONY L. DIAS,
Governor of West Bengal

The 11th June, 1975.

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

Dated the 27th March, 1976

NOTIFICATION

The following regulation made by the West Bengal Council of Higher Secondary Education under sub-section (3), read with clause (d) of sub-section (2) of section 21 of the West Bengal Council of Higher Secondary Education Act, 1975 (West Bengal, Act VIII of 1975), which the Governor has been pleased to approve having made therein certain additions, alterations and modifications after considering the views expressed by the West Bengal Council of Higher Secondary Education under sub-section (4) of section 21 of the said Act, are hereby published as required by sub-section (5) of that section, namely :

Regulations

1. Short title and commencement : (1) These regulations may be called the West Bengal Council of Higher Secondary Education (Curriculum) Regulations, 1976.

(2) They shall come into force on the 1st day of July, 1976.

2. Definitions : (1) In these regulations unless there is anything repugnant in the subject or context.

(a) "the Act" means the West Bengal Council of Higher Secondary Education Act, 1975 (West Bengal Act VIII of 1975) ;

(b) "Schedule" means a Schedule appended to these regulations.

(2) Words and expression used in these regulations but not defined shall have the same meaning as in the Act..

3. Curriculum : (1) The curriculum of the Higher Secondary Education to be introduced by the Council other than vocational branch shall be as follows :

1. Languages—400 marks :

(i) One of the Languages referred to in Group A in Scheduled I .... 200 marks

(ii) One Language referred to in Group B in Schedule I .... 200 marks

Provided that a pupil shall offer Bengali in Group A if he or she offered Bengali as the first language at the Madhyamik Pariksha or equivalent examination instituted by the West Bengal Board of Secondary Education or any other authority.

II. Three elective subjects of 200 marks each out of the subjects referred to in Schedule II .....600 marks

Total marks for certification : 1,000 marks

III. One of the Activities as a complusory cocurricular programme, out of the Activities referred to in Schedule III (participation is to be certified by the Head of the Institution).

IV. Optional Elective Subjects (Ordinary/Advanced Level) out of the subjects referred to in Schedule IV as indicated below—

(a) Any one of the subjects at ordinary level ... 200 marks

Or

(b) Any one or two subjects at advanced level ..... 100 marks each

(2) The Council may from time to time, modify, after considering the recommendations of the Syllabus Committee, the curriculum referred to in sub-regulation (1).

(3) The syllabuses on the subject specified in these regulations shall be such as may be prescribed by the Council from time to time.

4. Interpretation : If any question arises relating to the interpretation of any of these regulations, such question shall be referred to the State Government and the decision of the State Government shall be final.

SCHEDULE I

1. Language :

GROUP A

Any one of the following languages provided that a pupil shall offer Bengali if he or she offered Bengali as the first language at the Madhyamik Pariksha or equivalent examination instituted by the West Bengal Board of Secondary Education or any other Authority :

1. Bengali, 2. Nepali, 3. Santali, 4. Hindi, 5. Urdu, 6. Assamese, 7. Oriya, 8. Tamil, 9. Telegu, 10. Malayalam, 11. Marathi, 12. Gujrathi, 13. Punjabi, 14. English.

GROUP B

English or if English has been offered as one of the languages under Group A, Bengali or Hindi.

SCHEDULE II

1. Elective Subjects :

A pupil is required to choose three Elective Subjects from amongst the following subjects of two papers each :

1. Physics, 2. Chemistry, 3. Biological Sciences, 4. Mathematics, 5. Statistics, 6. Economics, 7. Political Science, 8. History, 9. Public Administration, 10. Geography, 11. Geology, 12. Psychology, 13. Anthropology, 14. Sociology, 15. Philosophy, 16. Business Economics including Business Mathematics 17. Business Organisation, 18. Accountancy, 19. Economic Geography, 20. Home Management and Nursing, 21. Nutrition, 22. Fine Arts and Crafts, 23. Music, 24. Education, 25. Agronomy, 26. One language from amongst the languages as specified below (other than the two languages offered under Schedule I) :

(a) Classical Languages—

(i) Sanskrit, (ii) Pali, (iii) Persian, (iv) Arabic.

(b) Modern Indian Languages—

(i) Bengali, (ii) Hindi, (iii) Urdu, (iv) Nepali, (v) Santali, (vi) Oriya, (vii) Assamese.

(c) Modern Foreign Languages—

(i) French, (ii) German, (iii) Russian, (iv) Chinese.

SCHEDULE III

Specified Activities as a co-curricular Programme* :

(1) Work Education, (2) Physical Education (3) N.C.C., (4) Social and Community Services.

Comment : The Council has given scope to select the Elective subjects. But the authorities of the schools and colleges are not in a position to provide any subject to a student according to his own choice because of much difficulties, such as, provision of teachers, separate class room, availability of a minimum number of students and to make necessary provision in the class routine. As a result, selection of elective subjects has taken a shape of a stream, such as, Humanities, Science, Commerce, Agricultural, Teachnical and so on, as it was prevalent in erstwhile Class XI institutions. —*Editor.*

SCHEDULE IV

Optional Elective Subjects (Ordinary/ Advanced Level)

Ordinary Level courses are meant for those pupils who have not offered the subject under Elective subjects.

And

Advanced Level courses are meant for those pupils who have offered the subjects under Elective Subject.

1.	Physics	...	Ordinary and Advanced Level
2.	Chemistry	...	Ditto
3.	Botany	...	Advance Level Only
4.	Zoology	...	Ditto
5.	Physiology	...	Ditto
6.	Mathematics	...	Ordinary and Advanced Level
7.	Statistics	...	Ditto
8.	Economics	...	Ditto.
9.	Political Science	...	Ditto.
10.	History	...	Ditto.
11.	Public Administration	...	Ditto.
12.	Geography	...	Ditto.
13.	Geology	...	Ditto.
14.	Psychology	...	Ditto.
15.	Anthropology	...	Ditto.
16.	Sociology	...	Ditto.
17.	Philosophy	...	Ditto.
18.	Business Econimocs including Business Mathematics	...	Ditto.
19.	Buisness Organisation	...	Ditto.

Comment : Specified activities under co-curricular programme have practically proved farce. The same exists in name only, but not in practice. The Head of the Institution has got a very little time and scope to make elaborate arrangement for specified activities in absence of necessary fund and trained personnel. —Editor.

20.	Accountancy	...	Ditto.
21.	Economic Geography	...	Ditto.
22.	Home Management & Nursing	...	Ordinary and Advanced Level.
23.	Nutrition	...	Ditto.
24.	Fine Arts & Crafts	...	Ditto.
25.	Music	...	Ditto.
26.	Education	...	Ditto.
27.	Languages (as specified in Schedules I and II)	...	Ditto.
28.	Agronomy	...	Ordinary Level Only.
29.	Biological Sciences	...	Ditto.

D.S. GANGULY
President
West Bengal Council of Higher Secondary Education.

(Published in the Calcutta Gazette dated 27th April, 1976)

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

NOTIFICATION

Dated the 27th March, 1976

The following regulation made by the West Bengal Council of Higher Secondary Education under sub-section (3), read with clause (d) of sub-section (2) of section 21 of the West Bengal Council of Higher Secondary Education Act, 1975 (West Bengal, Act VIII of 1975), which the Governor has been pleased to approve having made therein certain additions, alterations and modifictions after considering the views expressed by the West Bengal Council of Higher Secondary Education under sub-section (4) of section 21 of the said Act, are hereby published as required by sub-section (5) of that section, namely :

Regulations

1. Short title and commencement : (1) These regulations may be called the West Bengal Council of Higher Secondary Education (curriculum for Vocational Courses) Regulations, 1976.

(2) They shall come into force on the 1st day of July, 1976.

2. Definitions : (1) In these regulations, unless there is anything repugnant in the subject or context.

(a) "the Act" means the West Bengal Council of Higher Secondary Education Act, 1975 (West Bengal Act VIII of 1975) ;

(b) "Schedule" means a Schedule appended to these regulations.

(2) Words and expression used in these regulations but not defined shall have the same meaning as in the Act.

3. Curriculum : (1) The curriculum of the Higher Secondary Education to be introduced by the Council in the vocational branch shall be as follows :

1. Languages ...200 marks

(i) One of the Languages referred to in Group A in Scheduled I ... 100 marks

(ii) One Language referred to in Group B in Schedule I ... 100 marks

Provided that a pupil shall offer Bengali in Group A if he or she offered Bengali as the first language at the Madhyamik Pariksha or equivalent examination instituted by the West Bengal Board of Secondary Education or any other authority.

II. Three elective subjects of 100 marks each of the subject referred to in Schedule II— .... **300 marks**

III. Any one or two of the areas of study specified under different vocations referred to in Schedule III :

	One Area of Study	*For two areas of Study*
(i) Theory Papers	200/300	
(ii) Practical Courses and operations 300/200		500 marks
Total marks for certification		**1,000 marks**

(iii).One of the Activities as a compulsory co-curricular programme, out of the Activities referred to in Schedule IV (Participation is to be certified by the Head of the Institution).

(2) The Council may from time to time, modify, after considering the recommendations of the Syllabus Committee, the curriculum referred to in sub-regulation (1).

(3) The syllabuses on the subject specified in these regulations shall be such as may be prescribed by the Council from time to time.

4. Interpretation : If any question arises relating to the interpretation of any of these regulations, such question shall be referred to the State Government and the decision of the State Government shall be final.

SCHEDULE I

I. Lauguage :

GROUP A

Any one of the following lauguages provided that a pupil shall offer Bengali if he or she offered Bengali as the first language at the Madhyamik Pariksha or

equivalent examination instituted by the West Bengal Board of Secondary Education or any other authority :

1. Bengali, 2. Nepali, 3. Hindi, 4. Urdu, 5. English.

GROUP B

English or if English has been offered as one of the languages under Group A, Bengali or Hindi.

SCHEDULE II

II. Elective Subjects :

A pupil is required to choose three Elective Subjects from amongst the following subjects of one paper each :

1. Physics, 2. Chemistry, 3. Biological Sciences, 4. Mathematics, 5. Business Economics including Business Mathematics, 6. Business Organisation, 7. Accountancy, 8. Economic Geography.

SCHEDULE III

III. Vocational Subjects :

(1) **Agriculture** : Any one of the following areas of study :

(i) Horticulture and Preservation of Fruits and Vegetables,

(ii) Crop Cultivation, (iii) Pisciculture, (iv) Poultry and Dairy.

(2) **Industry** (textile Group) :

(a) Textile Spnning, Weaving

(b) Textile Processing, Designing, Bleaching, Dyeing and Finishing.

(3) **Technical Education** : Any one of the following areas of study :
(i)Mechanical Servicing and Maintenance, (ii) Farm Equipment Servicing and Maintenance, (iii) Automobile Servicing and Maintenance, (iv) Fabrication Practice, (v) Electrical Servicing and Maintenance, (vi) Radio and Electronics Servicing and Maintenance, (vii) Civil Engineering Maintenance, (viii) Water Supply and Sanitary Services.

(4) **Trade and Commerce** : Any two of the following areas of study :

(i) Office Procedure and Routine, (ii) Stenography, (iii) Co-operative Organisation and Operations, (iv) Banking, (v) Insurance, (vi) Import Export Procedure, (vii) Store Purchase and Store Maintenance, (viii) Salesmanship, Advertising and Display, (ix) Cost Accounting, (x) Taxation Laws (Income Tax, Sales Tax, Municipal Taxes, Octroi), (xi) Accountancy.

(5) **Para Medical Education** : Any one of the following areas of study :

(i)Pharmacy, (ii) Multipurpose Health Education Courses, (iii) Medical Laboratory Technology.

SCHEDULE IV

Specified Activities as a co-curricular programme :

(1) Work Education, (2) Physical Education, (3) N.C.C., (4) Social and Community Services.

D.S. GANGULY *(President.)*
West Bengal Council of Higher Secondary Education.

(Published in the Calcutta Gazette dated 27th April, 1976)

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

Dated the 27th April, 1976.

The following regulation made by the West Bengal Council of Higher Secondary Education under sub-section (3), read with clause (d) of sub-section (2) of section 21 of the West Bengal Council of Higher Secondary Education Act, 1975 (West Bengal Act VIII of 1975) which the Governor has been pleased to approve having made therein certain additions, alterations and modifications after considering the views expressed by the West Bengal Council of Higher Secondary Education under sub-section (4) of section 21 of the said Act, are hereby published as required by sub-section (5) of that section, namely :

Regulations

1. **Short title and commencement :** (1) These regulations may be called the West Bengal Council of Higher Secondary Education (Curriculum for Bridge Course) Regulations, 1976.

(2) They shall come into force on the 1st day of July, 1976.

2. **Definitions :** (1) In these regulations, unless there is anything repugnant in the subject or context—

(a) "the Act" means the West Bengal Council of Higher Secondary Education Act, 1975 (West Bengal Act VIII of 1975) ;

(b) "Bridge Course" means the part of courses for the subjects other than vocational branch as shown in Schedule :

(c) "Schedule" means a Schedule appended to these regulations.

(2) Words and expressions used in these regulations but not defined shall have the same meaning as in the Act.

3. **Curriculum :** (1) The curriculum for the Bridge Course of the Higher Secondary Education to be introduced by the Council in the vocational branch shall be as follows :

I.	Languages	....200 marks
(i)	One of the Langaugaes referred to in Group A in Schedule I	....100 marks
(ii)	One Languages referred to Group B in Schedule I	....100 marks
II.	Three elective subjects of 100 marks each out of the subjects referred to in Schedule II	—300 marks
	Total marks for certification	500 marks
III.	One of the Activities as a compulsory co-curricular programme, out of the Activities referred to in Schedule III (Participation is to be certified by the Head of the Institution).	

(2) The Council may from time to time, modify, after considering the recommendations of the Syllabus Committee, the curriculum referred to in sub-regulation (1).

(3) The syllabuses on the subject specified in these regulations shall be such as may be prescribed by the Council from time to time.

4. Interpretation : If any question arises relating to the interpretation of any of these regulations, such question shall be referred to the State Government and the decision of the State Government shall be final.

SCHEDULE I

I. Lauguage :

GROUP A

Any one of the following languages provided that a pupil shall offer Bengali if he or she offered Bengali as the first language at the Madhyamik Pariksha or equivalent examination instituted by the West Bengal Board of Secondary Education or any other authority :

1. Bengali, 2. Nepali, 3. Hindi, 4. Urdu, 5. English.

GROUP B

English or if English has been offered as one of the languages under Group A, Bengali or Hindi.

SCHEDULE II

II. Elective Subjects :

A pupil is required to choose three elective Subjects from amongst the following subject of one paper each :

1. Physics, 2. Chemistry, 3. Biological Sciences, 4. Mathematics, 5. Business Economics including Business Mathematics, 6. Business Organisation, 7. Accountancy, 8. Economic Geography.

SCHEDULE III

Specified Activities as a co-curricular programme :

(1) Work Education, (2) Physical Education (3) N.C.C., (4) Social and Community Services.

D.S. GANGULY
Secretary
West Bengal Council of Higher Secondary Education.

(Published in the Calcutta Gazette dated May 14, 1976)

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

NOTIFICATION

Dated the 14th May, 1976

The following regulation made by the West Bengal Council of Higher Secondary Education under sub-section (3), read with clause (a) of sub-section (2) of

section 21 of the West Bengal Council of Higher Secondary Education Act, 1975 (West Bengal Act VIII of 1975) which the Governor has been pleased to approve having made therein certain additions, alterations and modifications after considering the views expressed by the West Bengal Council of Higher Secondary Education under sub-section (4) of section 21 of the said Act, are hereby published as required by sub-section (5) of that section, namely :

REGULATIONS

1. Short title and commencement : (1) These regulations may be called the West Bengal Council of Higher Secondary Education (Recognition of Institution) Regulations, 1976.

(2) They shall come into force from the date of publication in the Official Gazette.

2. Definitions : In these regulations, unless there is anything repugnant in the subject or context, "the Act" means the West Bengal Council of Higher Secondary Education Act, 1975.(West Bengal Act VIII of 1975).

(2) Words and expressions used in these regulations but not defined shall have the same meaning as in the Act.

3. Recognition : (1) Subject to such general or special order as the State Government may issue, the Council may grant recognition with permission to present candidates for the public examination instituted by the Council, to educational institutions on fulfilment of conditions specified in these regulations.

(2) Unless otherwise specified by the Council an application for recognition for the first time shall be submitted to the Council by the 30th Sept. of the year preceding the year from which recognition is sought for. The number of copies to be submitted and fees to be paid for such application shall be specified by the Council from time to time. These conditions shall not apply to the educational institutions seeking recognition from the academic session commencing from July, 1976 or to such institutions as the State Government may recommend.

4. Conditions for recognition : An educational institution applying for recognition shall fulfil the conditions mentioned below :

(i) *Accommodation :*

(a) For general classes, the minimum floor space of a room shall be not less than 500 sq. ft. for accommodation of fifty pupils, and for provision of space for use of teachers ;

(b) floor space of 20 sq.ft. per pupil or 500 sq.ft. whichever is great shall be provided for laboratory for each subject requiring practical class. The laboratory shall be fully equipped in the manner prescribed by the Council from time to time ;

(c) separate rooms shall be provided for office, Head of the Institution and for teachers ;

(d) adequate open space be provided for games, sports and specified activities ;

(e) a room with a minimum floor space of 500 sq.ft. shall be set apart for accommodation of library with a reading room which should preferably remain attached to the library. The stock of books in the library shall ordinarily be as follows :

Text books/subjects books	60 per cent
Reference books	25 per cent
Miscellaneous books, journals and periodicals etc.	15 per cent

Provided that the conditions specified in (a), (b) and (c) may be relaxed by the Council in special circumstances.

(ii) *Subjects to be taught :*

(a) An Institution shall offer a minimum of four elective subjects besides two languages ;

(b) subjects to be offered by an Institution applying for introduction of vocational courses shall be specified by the Council from time to time.

(iii) *Pupil strength in a section :* The number of pupils per section shall not ordinarily exceed fifty. The limit may, however, be relaxed by the Council in special circumstances.

(iv) *Staff-teaching and non-teaching :* Subject to any general or special order of the State Government, an Institution :

(a) shall have, on its staff, adequate number of qualified teachers to teach the subjects for which the Institution is recognised ;

(b) may appoint such non-teaching staff as may be necessary for efficient management of the business of the Institution ; and

(c) may appoint part-time teaching and non-teaching employees of schools and colleges.

(v) *Appointment of the Head of Institution :* Subject to such conditions as may be determined by the State Government the Principal of a College or the Headmaster or Headmistress of a High or Class XI School, working as such on the 1st July, 1976 may be appointed to act as Head of the Institution located at such college or school.

(vi) *Qualifications of teachers :* The minimum essential qualifications of a teacher shall be :

(a) a second class Post-Graduate degree in the subject with second class Honours degree preferably in the same subject ; or

(b) (i) a Post-Graduate degree in the subject or a second class Honours degree in the subject ; and

*(ii) at least eight years' experience in a recognised college/university/high school/ Class XI school.

The Council may, however, relax the minimum qualification in special circumstances.

(vii) *Managing Committee :* An Institution shall have a Managing Committee constituted in accordance with rules and orders issued by the State Government.

(viii) *Reserve Fund* : An Institution shall maintain a reserve fund of an amount not less than eight thousand rupees to be invested in the manner specified by the Council.

Comment : Eight years' teaching experiences in the erstwhile Class XI school or college have been emphasised in the case of a Post-Graduate degree without honours or simple honours degree. —Editor.

Provided that no Government Institution or Government sponsored institution shall be required to maintain such reserve fund.

5. **Conditions for Introductions of co-education :** An Institution intending to introduce co-education shall fulfil such conditions as may be laid down by the Council and shall obtain approval of the Council before introduction of co-education.

6. **Recognition for special types of institutions :** The Council may grant part recognition to any special type of institution for such specialised courses as Fine Arts, Music, etc. as may be specified by the Council.

7. Furnishing of reports and returns : An Institution shall furnish to the Council such report, return and other information in such form or forms as the Council may specify.

8. Issue of circulars by the Council : The Council may for carrying out the purposes of these regulations provide, by issue of circular, for all or any of the following matters namely :

(a) duration of period of instructions ;

(b) number of classes in a week for teachers to hold and for a pupil to attend ;

(c) the number of working days in a session ;

(d) the number of days admissible for vacation holidays in a session ;

(e) conditions to be fulfilled by an Institution for introduction of co-education ;

(f) conditions relating to maintenance of discipline and minimum standard of academic efficiency determined on the results of public examination instituted by the Council ;

(g) procedure to be followed by an Institution for introduction of additional courses of studies.

(h) commencement and end of academic year.

D.S. GANGULY,
President,
West Bengal Council of Higher Secondary Education.

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

8, Ho Chi Minh Sarani, Flat No. 17 (3rd Floor)

Circular No. HSC/US/1/76 Dated, Calcutta, the 1st July, 1976.

From : The Secretary,
West Bengal Council of Higher Secondary Education.

To : All Higher Secondary Institutions recognised by the Council to offer General Stream Courses.

Sub : Conditions to be fulfilled by the Institutions.

In continuation of the letter of recognition issued by the Council in favour of your institution you are advised to note that the followign conditions shall require to be fulfilled by Institution until further instructions—

1. General

(a) The Institution is required to follow the directions and terms pertaining to Higher Secondary Education as embodied in the West Bengal Council of Higher Secondary Education Act, 1975 (West Bengal Act VIII of 1975) and those as may be changed or amended from time to time by such law/laws as may be passed by the State Government.

(b) The Institutions has to observe the various conditions for recognition as prescribed by regulations of the Council published in the Official Gazette dated 14 May, 1976 and to abide by the conditions stipulated, restrictions imposed and directions given or may be given by the Council by issue of circular or circulars from time to time under the said Regulations.

(c) The Institution which has been granted recognition for imparting General Stream Courses of Higher Secondary Education, has to offer Courses as prescribed by Regulations published in the Official Gazette dated 27th March, 1976 and according to syllabuses formulated by the Council for such Courses. Teh specific subjects to be offered by your Institution shall be in terms of the permission of the Council to be communicated to you in due course.

(d) As to the offering of course and subjects specified thereunder the Institution has to follw the guidelines as may be communicated / specified from time to time by any instructions published or released by the Council.

Note : The printed copies of Act and Regulations referred to above will be available for sale at the Sales Counter of the Office of the Council.

2. Academic year*

The Institution shall observe Academic Year for Higher Secondary Education commencing from 1st day of July of any year and ending on the 30th June of the succeeding year.

3. Managing Committee

The Institution shall have a Managing Committee constituted in accordance with the rules and orders issued by the State Government. The Institution shall communicate forthwith the names of the members and the office bearers of the Managing Committee within 15 days of its constitution (Government orders in the matter are likely to be issued soon).

4. Admission

(a) The Institution shall admit to Clas XI of Higher Secondary Education those candidates who have qualified in the Madhyamik Pariksha instituted by the West Bengal Board of Secondary Education or such other equivalent Examination Instituted by any other authority recognised by the Council.

(b) Admission of pupils to Class XI in 1976 shall be completed by 21 days of the first date of publication of results of Madhyamik Examination, 1976 of West

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Comment : The acadamic session in a Secondary Institutions for the classes upto Class X begins in January, whereas the acadamic session for Class XI starts at July of the acadamic year and the acadamic period of Class XII ends in December or January every year. In order to provide uniform work load throughout the year, the Heads of the Institutions are required to make class routine twice a year, one in January and the other in July. This gets a very bad effect on the students of Classes upto Class X. — Editor.

Bengal Board of Secondary Education or within such extended time thereafter that the Council may specify.

5. Fees

All Institutions which may hereafter come under financial grant of the State Government shall charge fees as prescribed below :

(a) *Tuition Fees —*

(i) For a combination of subjects any one of which requires Laboratory work-From Rs. 10/- to Rs. 12/- per month.

(ii) For a combination of subjects other than in (i) above — From Rs. 8/- to Rs. 10/- per month.

(b) *Admission Fee*— Not to exveed on emonth's Tuition Fee.

(c) *Transfer Fee*—Not to exceed one month's Tuition Fee.

(d) *Other Fees*—

(i) Sessional charges and other fees at reasonable rates subject to approval of the Council. Sessional charges shall include the charges for Specified Activities provided for in the curriculum.

(e) *Caution Money*—

(i) For Laboratories—Rs.15/- per subject with Laboratory Practical.

(ii) For Library—Rs.1/-

6. Head of the Institution/Teaching Staff/Non-teaching Staff.

(a) The Head of the Institution is to be designated as Rector* of the Institution.

(b) Until such time the Institution cannot be separated from, the premises of an existing College or School as the Case may be within the time that may be specified by the Council hereafter, the Principal of College or the Headmaster or the Headmistress of a High School working as such on 1st July, 1976 may be appointed to act as Head of the Institution located at such College or School. Designation of such a Head of the Institution may be decided upon by the Managing Committee.

(c) Necessary teaching staff for the Institution shall be appointed as per qualifacations prescribed or as may be prescribed by the Council from time to time and recruitment shall be made in accordance with the rules and procedures as may be laid down by the Government or the Council from time to time.

(d) The appointment of non-teaching staff shall be made according to such rules and procedures as may be laid down by the Government or the Council and the number of such staff shall be such as may be determined by the Government or the Council.

Note : Detailed information in this regard is likely to be issued by the Government / Council very soon.

Comment : The term 'Rector' in an integrated Higher Secondary School has been replaced by Headmaster or Headmistress by subsequent circular. — Editor.

I. Accommodation :

The Institution shall provide for accommodation as specified in the Regulations of the Council published in the Official Gazette dated 14th May, 1976.

8. Enrolment :

(a) Maximum number of pupils in a section shall be 50 subject to relaxation by the Council in special circumstances. Minimum number of pupils in a section, however, shall not be below 30.

(b) Minimum number of pupils for a particular subject shall not be below 10.

(c) Minimum number of pupils required to be enrolled by an Institution for all subjects in General Stream Course shall not be below 50.

9. Minimum No. of subjects to be offered by an Institution :

(i) Four elective subjects besides two languages in the General Stream Course.

Note : Specific subjects which a recognised Institution will be permitted to offer is to be communicated separately to the Institutions very soon.

10. Medium of Instruction :

Any of the Languagess prescribed under Group-A of Schedule—I of the General Stream Curriculum prescribed by the Council may be used as the medium of instruction at the Institution but the pupils shall write answers at the Examinations Instituted by the Council in any of the following languages :

1. Bengali, 2. English, 3. Hindi, 4. Nepali, 5. Urdu.

II. Instructional Hours :

(a) An Institution shall work during the 2 year Course of Classes XI and XII for a minimum number of 300 days excluding the period of examinations. The balance of the period available of 2-years shall be utilised for Examinations, Holidays and Vacations. Total number of holidays including vacation shall not exceed 87 days in a year.

(b) *An Institution shall arrange for a total number of 39 periods of 45 minutes each per week. The break-up of the instructional hours subjectwise in a week is broadly indicated below. Minor variation of the instructional hours of subjects may be made by an Institution, if necessary.

One Language under Group A	= 5 Periods
One Language under Group B	= 5 Periods
Three Compulsory Elective Subjects (6x3)	= 18 Periods including practical Classes.
Specified Activities	= 2 Periods

Comment : In an integrated Higher Secondary Schools, it is not possible to provide 39 periods of 45 minutes per week to Higher Secondary classes since the Head Of the Institutions is required to maintain uniformity of time table between the two wings of the Institutions as because normal section classes cannot be provided 45 minutes for each period of work. Further, tutorial classes cannot be provided during class hours for want of accomodation. — Editor.

Optional Elective Subjects	=	5 Periods
Tutorial Classes, Internal	=	4 Periods
Examination, etc.		39 Periods

12. Attendance requirement of pupils

(a) A pupil has to attend at least 70% of classes held during the 2-year course of Classes XI and XII for the purpose of being treated a regular candidate for the Final Examination.

(b) A pupil has to attend at least 55% of total clases held during the 2-year course of Classes XI and XII for the purpose of being allowed to appear with special permission in the Final Examinations as a non-regular candidate on payment of requisite fee as may be prescribed by the Council from time to time.

(c) Candidates not satisfying the conditions as in (a) & (b) abose shall be treated as disqualified for appearing at the Final Examination.

13. Sending up of Pupils for Examination

An Institution shall be entitled to send up candidates for the Final (Higher Secondary) Examination/Examinations to be instituted by the Council after the completion of 2-year course, and by such date/dates as may be announced or communicated by the Council.

14. Reserve Fund*

(a) The Institution shall maintain a Reserve Fund of an amount not less than Rs. 8,000/-. The said amount shall remain investd in Post Office National Savings Certificate. National Defence Certificate, National Savings Certificate, Unit Trust, National Loan Bonds, Long term renewable Fixed Deposits in a Nationalised Bank and such other securities as may be prescribed by the Council from time to time. The Instituion shall not withdraw in any manner or utilise the Reserve Fund for any purpose without prior permission of the Council.

(b) This provision of Reserve Fund shall not apply to Government or Government Sponsored Institutions.

15. Higher Secondary Examination

The West Bengal Council of Higher Secondary Education shall institute such Higher Secondary Examination or Examinations as may be determined by the Council from time to time and on such dates as may be announced by the Council in this behalf in a year. The Institutions shall comply with such Regulations and precedure in respct of sending up of students for such examination or examinations as may be prescribed (or announced) by the Council.

16. An Institution shall abide by any other conditions that may be hereafter stipulated by the Council in respect of any matter pertaining to the 2-year Course of Higher Secondary Education and also any modifications, changes

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Comment : Reserve Fund of Rs 8,000/- is no longer insisted in an integrated Institutions or College.

and emendments in the conditions stipulated above as may be made by the Government or by Council at any time.

S.K.Dutta (Secretary)

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

Circular No. HSC/VS/1/76 Dated, Calcutta, the 1st July, 1967.

From : The Secretary
West Bengal Council of Higher Secondary Education.

To : All Higher Secondary Institutions recongnised by the Council to offer Vocational Stream Courses.

Sub: Conditions to be fulfilled by the Institutions for Vocational Stream Courses.

In continuation of the letter of recognition issued by the Council in favour of your Institution you are advised to note that the following conditions shall require to be fulfilled by your Institution until instructions :

1. General

(a) The Institutions is required to follow the directions or terms pertaining to Higher Secondary Education as embodied in the West Bengal Council of Higher Secondary. Education Act, 1975 (West Bengal Act VIII of 1975) and those as may be changed or amended from time to time by such law / laws as may be passed by the State Government.

(b) The Institution has to observe the various conditions for recognition as prescribed by Regulations of the Council published in the Official Gazette dated 14th May, 1976 and to abide by the conditions stipulated, restrictions imposed and directions given or may be given by the Council by issue of circular or circulars from time to time under the said Regulations.

(c) The Institution which has been granted recognition for imparting General Stream Courses of Higher Secondary Education, has to offer Courses as prescribed by Regulations published in the Official Gazette dated 27th March, 1976 and according to syllabuses formulated by the Council for such Courses. The specific subjects and areas to be offered by your Institution shall be in terms of the permission of the Council to be communicated to you in due course.

As to the offering of courses and subjects and areas specified there under the nstitution has to follow the guidelines as may be communicated/specified om time to time by any instructions published or released by the Council.

The printed copies of Regulation referred to above will be available for sale at the Sales Counter of the Office of the Council.

2. Academic Year The Institution shall observe Academic Year for Higher Secondary Education commencing from 1st day of July of any year and ending on the 30th June of the succeeding year.

3. Managing Committee*

The Institution shall have a Managing Committee constituted in accordance with the rules and orders issued by the State Government. The Institution shall

communicate forthwith the names of the members and Office Bearers of the Managing Committee within 15 days of its constitution. (Government orders in the matter are likely to be issued soon).

4. Admission

(a) The Institution shall admit to Class XI of Higher Secondary Education those candidates who have qualified in the Madhyamik Pariksha instituted by the West Bengal Board of Secondary Education or such other equivalent examination instituted by any other authority recognised by the Council.

Equivalence as referred to above has been determined by the Council which stands as follows :

(i) A pupil who has qualified in the Class X Final Examination falling in the new pattern of 10+2 instituted by an All India or a State Authority in India be deemed to be treated as an eligible candidate for admission into Class XI Course of the Council on the basis of equivalence. (The list of such States as well as the Controlling Authority of the new pattern of 10+2 is given in the Annexure).

(ii) That the restriction on entry into Academic Course of Vocational Course expressly imposed by an authority indicated in certificate or mark sheet or in any other manner on a candidate clearing the Class X Final Examination as in (a) above be taken into account and such candidate be not allowed admission into such course of the Council in an Institution, without prior approval of the Council.

(iii) That in case of any State where 10+2+3 Educational pattern has not been introduced so far candidates who have qualified in Class X Final Examination instituted by the State Authority can only be admitted after the Council has determined the equivalence of the examination concerned. The institution should refer such cases to the Council for necessary Instruction.

(iv) That in case of a candidate having passed an Examination instituted by any educational authority in a foreign Country the equivalence would be determined by the Council on Examination of the merit of each case referred to the Concil.

(b) Admission of pupils to Class XI in 1976 shall be completed by 21 days of the first date of publication of results of Madhyamik Examination, 1976 of West Bengal Board of Secondary Education or within such extended time thereafter that the Council may specify.

5. Fees*

All Institutions which may hereafter come under financial grant of the State Government shall charge fee as prescribed below :

Comment : No seperate Managing Committee is either allowed in an integrated Higher Secondary Schools or in the Colleges due to subsequent circular -*Editor*

Comment : Since the introduction of free education upto Class XII level by the State Government, collection of tuition fees from students of plus two classes has been discontinued since 1980. Only the sum of Rs 51/- as like that has been prescribed as payable by each student for the annual charges. Chart of other fee rates follows. — Editor.

(*a*) *Tuition Fees—*

(i) For a combination of subjects and areas any one of which requires Laboratory work—From Rs.10/- to Rs.12/- per month.

(ii) For a combination of subjects other in (i) above—From Rs.8/- to Rs. 1/- per month.

(*b*) *Admission Fee—Not to exceed one month's Tuition Fee.*

(*c*) *Transfer Fee—Not to exceed one month's Tuition Fee.*

(*d*) *Other Fees.*

(i) Sessional charges and other fees at reasonable rates subject to approval of the Council. Sessional charges shall include the charges for Specified Activities provided for in the curriculum.

(e) *Caution Money —*

(i) For Laboratory Rs. 10/- per subject other than Vocational for Workshop/Laboratory.

(ii) For Workshop/Laboratory for Vocational Practical for the Session :

(a) Rs. 15/- for the Vocational Fields, namely, Agriculture/ Industry (Textiles)/Technical/Para Medical.

(b) Rs. 10/- for Trade and Commerce.

(iii) For Library Rs. 10/-.

6. Head of the Institution /Teaching Staff/ Non-Teaching Staff.

(a) The Head of the Institution is to be designated as Rector* of the Institution.

(b) Until such time the Institution cannot be separated from the premises of an existing College or School as the case may be, within the time that may be specified by the Council hereafter, the Principal of the College or the Headmaster or the Headmistress of a High School working as such on 1st July, 1976 may be appointed to act as Head of the Institution located at such College or School. Designation of such a Head of the Institution may be decided upon by the Managing Committee.

(c) Necessary teaching staff for the Institution shall be appointed as per qualifications prescribed or as may be prescribed by the Council from time to time and recruitment shall be made in accordance with the rules and precedures as may be laid down by the Government or the Council from time to time.

(d) The appointment of non-teaching staff shall be made according to such rules and precedures as may be laid down by the Government or the Council and the number of such staff shall be such as may be determined by the Government or the Council.

Note : Detailed information in this regard is likely to be issued by the Government/ Council very soon.

Comment : The term Rector in an integrated Higher Secondary Schools has been replaced by Headmaster or Headmistress by subsequent circular. — Editor.

7. **Accommodation —**

(i) The Instituion shall provide for accommodation as specified in the Regulations of the Council published in the Official Gazette dated 14th May, 1976.

(ii) Separate Workshop/Laboratory accommodation for Vocational Practical Training should not ordinarily be less than 500 sq. ft.

(iii) For Agriculture land area should not be ordinarily less than that specified below :

For Crop Cultivation = 3 acres

For others = 1 acre for each area of study

8. **Enrolment**

(a) Maximum number of pupils in a Section shall be 50, subject to relaxation by the Council in special circumstances, Minimum number of pupils in a section however shall not be below 30.

(b) Minimum number of pupils for an area of study in Trade and Commerce only shall not be below 10.

(c) Minimum number of pupils required to be enrolled by an institution for all subjects in Vocational Stream Course shall not be below 30.

9. **Minimum No. of subjects to be offered by an Institution**

As prescribed in the Curriculum and published in the Regulations of the Council Dated 27th April. 1976 referred to Clause 1 (c) above.

(i) Three Elective Subjects prescribed in Schedule II of the Curriculum besides two languages prescribed in Schedule I of the Curriculum.

and

(ii) For Vocational Areas of Study—

(a) Any one of the areas of study prescribed in particular field of educaiton as per Schedule III of the Curriculum, namely Agriculture / Industry (Textile Group) Technical Educaiton / Para-Medical / Education.

Or (b) Any two areas of study prescribed in Trade and Comnmerce.

(iii) Any *one* of the Specific Activities prescribed as per Schedule IV of the Curriculum as a Co-Curricular Programme.

10. **Medium of Instruction**

Any of the Languages prescribed under Group-A of Schedule I of the General Stream Curriculum prescribed by the Council may be used as the medium of instruction at the Institution but the pupils shall write answer at the Examinations instituted by the Council in any of the following languages :

1. Bengali, 2. English, 3. Hindi, 4. Nepali, 5. Urdu.

11. **Instructional Period and Hours***

(a) An Institution shall work during the 2-year Course of Classes XI and XII for a minimum number of 340 days excluding the period of examinations. The

balance of the period available of 2-years shall be utilised for Examinations, Holidays and Vacations. Total number of holidays including vacation shall not exceed 87 days in a year.

(b) An Institution shall arrange for a total number of 39 periods of 45 minutes each per week. The break up of the instructional hours subjectwise in a week is broadly indicated below. Minor variations of the instructional hours of subjects may be made by an institution, if necessary.

Two Languages under Group A and Group B in Schedule I of the Curriculum.	— 4 Periods
Three Compulsory Elective Subjects as per Schedule II of the Curriculum.	— 10 Periods
Entrepreneurship	— 2 Periods
Vocaltional Subjects as per Schedule III of the Curriculum including Laboratory and Practicals including Tutorial Classes/Field work/Examination etc.	— 21 Periods
Specified Activities.	— 2 Periods
Total	**— 39 Periods**

(c) *Field Work*— Work and Training in worksites and establishments—40 days per academic year.

12. Attendance requirement of pupils*

(a) A pupil has to attend atleast 70% of classes held during the 2-year course of Classes XI and XII for the pupose of being treated a regular candidate for the Final Examination.

(b) A pupil has to attend at least 55% of total classes held during the 2-year course of Classes XI and XII for the purpose of being allowed to appear with special permission in the Final Examination as a non-regular candidate on payment of requisite fee as may be prescribed by the Council from time to time.

(c) Candidates not satisfying the conditions as in (a) & (b) above shall be treated as disqualified for appearing at the Final Examination.

13. Sending up of Pupils for Examination

An Institution shall be entitled to send up candidates for the Final (Higher Secondary) Examination to be instituted by the Council after the completion of 2-year course, and by such date as may be announced or communicated by the Council.

Comment : As regards instructional period or hours, it is found from the statistical findings that more than 130 working days are not available during a single acadamic session. Even those days cannot provide complete periods of classses owing to absentee teachers.

Comment : Regularity in attendance is seldom maintained in the Secondary Schools because the school administration is not compatible to maintenance of such rigidity,. Moreover, the council is indifferent in this matter. —Editor.

14. Reserve Fund*

(a) The Institution shall maintain a Reserve Fund of an amount not less than Rs. 8,000/-. The said amount shall remain invested in Post Office National Savings Certificate, Unit Trust, National Loan Bonds, long-term renewable Fixed Deposites in a Nationalised Bank and such othe securities as may be prescribed by the Council from time to time. The Institution shall not withdraw in any manner or utilise the Reserve Fund for any purpose without prior permission of the Council.

(b) This provision of Reserve Fund shall not apply to Government or Government Sponsored Institutions.

15. Co-Education

An Institution shall declare whether it is a Co-Educational Institution. A C-o-Educational Institution shall be required to fulfil the conditions prescribed below :

(1) The Institution must have at least one female member on the teaching staff.

(2) The Institution must appoint a Matron to look after needs and welfare of the girl students.

(3) The Institution shall provide for seperate sanitary arrangement for girl students.

(4) In case hostels for girl students are provided by an Institution such hostels should be located at reasonable distance from Boy's hostels and should be preferably close to the watchfulness of the Head Teachers and other authorities of the Institutions.

16. Maintenance of Registers and Books of Accounts**

The Institution shall maintain *inter-alia* the following Registrs and Books of Accounts :

(i) Register of Teaching staff.

(ii) Register of supporting staff pertaining to teaching such as Laboratory Assistants etc.

(iii) Register of Non-teaching staff.

(iv) Subjectwise attendance Register of Pupils,

(v) Necessary Books of Accounts relating to receipts and payments and Ledgers relating to different Heads of Accounts.

(vi) Library Register and Accession Register.

(vii) Chronological Records of Library issued separately for Teachers and Pupils.

(viii) Register of Laboratory, Apparatus and Instruments identifibale for each subject requiring Practical classes.

(ix) Any other supporting book or books that may be considered necessary by the Institution.

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*Not necessary now.

**No seperate Books of Accounts is necessary now.

(x) Any other Register or Registers that may be advised by the Council from time to time.

(xi) The Institution shall submit and place for inspection of any or all of the Registers specified for the purpose of inspection to any person or group of persons authorised by the Council in this behalf at reasonable hours of any working day on demand. In case of exigency, th Council may require the authority of the Institution to produce or cause to be produced any or more such Registers for inspection by the authorised representative of the Council.

17. Higher Secondary Examination

The West Bengal Council of Higher Secondary Education shall institute such Higher Secondary Examination or Examinations as may be determined by the Council from time to time and on such dates as may be announced by the Council in this behalf in a year. The Institutions shall comply with such Regulations and procedure in respect of sending up of students for such examination or examinations as may be prescribed or announced by the Council.

18. An Institution shall abide by any other conditions that may be hereafter stipulated by the Council in respect of any matter pertaining to the 2-year Course of Higher Secondary Education and also any modifications, changess and amendments in the conditions stipulated above as may be made by the Government or by Council at any time.

S.K.Dutta
Secretary

ANNEXURE
WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

Conditions to be fulfilled by the Recognised Institutions.

1. The first Managing Committee of the Institution to which provisional Recognition has been granted by the Council shall be constituted in accordance with the direction issued by the Government in that behalf.
2. The Managing Committee of the Recognised Institution shall, on expiry of the term of First Managing Committee, constitute according to the Rules made by the Government within such time as may be specified.
3. The Institution shall provide for suitable accommodation for holding classes, for Laboratories and for Library including Reading Room as may be prescribed by the Council.
4. The Institution shall appoint properly qualified teaching staff in accordance wih the procedure of selection as may be determined by the Government or the Council, as the case may be.
5. The Institution shall equip the Library with such books and publications as may be specified by the Council from time to time.
6. The Institution shall provide for the requisite Laboratories, apparatus & other appliances, materials and stores as may be specified for the purpose of teaching of subjecs with practicals.

7. The Institution shall make necessary arrangements for programmes of Specified Activities.
8. The Institution shall provide for suitable arrangements for Drinking Water and Sanitation for the pupils, teachers and staff of the Institution.
9. The Institution shall maintain a Reserve Fund of Rs. 8,000/- (Rupees eight thousand only).*
10. The Institution shall charge Tuition Fee/ Fees from pupils at such rate/rates as may be determined by the Government.
11. The Institution shall not admit pupils more than that specified by the Council.
12. The Institution shall impart instruction in such Courses of Study as may be permitted by the Council from time to time.
13. In case of co-educational institutions provision should be made for appointment of at least one Lady Teacher/Matron.
14. The Institution shall abide by the provisions of Regulations relating to Instructions and Examinations as may be framed by the council from time to time.

As per item No. 3 of the conditions to be fulfilled by the Institutions, the scale of accommodation is specified below :

(i) Class room size should not be less than 500 sq. ft. each for 50 pupils.

(ii) Laboratory space should be approximately 500 sq. ft. each

(iii) Library room should have a space of not less than 500 sq. ft. with Reading rooms preferably attached to the library. The Council may relax any of the above scales fo accommodation in special circumstances.

Separate accommodation for head of the Institution and the teaching staff should also be provided.

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

Circular No. HSC/GS/IC/76 Dated, Calcutta, the 2nd July, 1976.

From : The Secretary,
West Bengal Council of Higher Secondary Education.

To : All Higher Secondary Institutions recongnised by the Council to offer General Stream Courses.

Sub : Conditions to be fulfilled by the Institution.

In continuation of this Office Circular No. HSC/GS/1/76 dated 1.7.76 on the above subject, you are requested to note that the following conditions shall also require to be fulfilled by your Institution until further instructions—

1. **Admission**

Referring to clause 4 of the above-quoted circular the equivalence for admission purpose determined by the Council stands as follows :

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*Cancelled by Govt. Circular.

(a) A pupil who has qualified in the Class X Final Examination falling in the new pattern of 10+2, instituted by an All India or a State Authority in India be deemed to be treatd as an eligible candidate for admission into Class XI course of the Council on the basis of equivalence (The list of such States as well as the Controlling authority of the new pattern of 10+2, is given in the Annexure).

(b) That the restriction on entry into Academic Course or Vocational Course expressly imposed by an authority indicated in Certificate or Mark Sheet or in any other manner on a candidate clearing the Class X Final Examination as in (a) above be taken into account and such candidate be not allowed admission into such course of the Council in an institution without prior approval of the Council.

(c) That in case of any State where 10+2+3 Educational pattern has not been introduced so far, candidates who have qualified in Class X Final Examination institued by the State Authority can only be admitted after the Council has determined the equivalence of the examination concerned. The institutions should refer such cases to the Council for necessary instruction.

(d) That in case of a candidate having passed an examination instituted by any educational authority in a foreign country the equivalence would be determined by the Council on examination of the merit of each case, referred to the Council.

2. Co-Education

An Institution shall declare whether it is a Co-Educational Institution. A Co-Education Institution shall be required to fulfil the conditions prescribed below :

(1) The Institution must have at least one female member on the teaching staff.

(2) The Institution must appoint a matron to look after needs and welfare of the girl students.

(3) The Institution shall provide fro separate sanitary arrangements for the girl students.

(4) In case hostels for girl students are provided by an Institution such hostels should be located at reasonable distance from Boys' hostels and should be preferably close to the watchfulness of the Head Teachers and other authorities of the Institutions.

3. Maintenance of Registered and Books of Accounts*

The Institution shall maintain *inter-alia* the following Registers and Books of Accounts—

(i) Register of Teaching staff.

(ii) Register of supporting staff pertaining to teaching such as Laboratory Assistants etc.

(iii) Register of Non-teaching staff.

(iv) Subjectwise Attendance Register of Pupils.

(v) Necessary Books of Accounts relating to Receipts and Payments and ledgers relating to different Heads of Accounts.

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* Not necessary for integrated institutions

(vi) Library Register and accession Register.

(vii) Chronological Records of Library issued separately for Teachers and Pupils.

(viii) Register of Laboratory, Apparatus and Instruments indentifiable for each subject requiring Practical classes.

(ix) Any other supporting book or books that may be considered necessary by the Institution.

(x) Any other Register of Registers that may be advised by the Council from time to time.

(xi) The Institution shall submit and place for inspection of any or all of the Register specified for the purpose of inspection to any person or group of persons authorised by the Council in this behalf at reasonable hours of any working day on demand. In case of exigency, the Council may require the authority of the Institution to produce or cause to be produced any or more such Registers for inspection by the authorised representatives of the Council.

S.K.Dutta
Secretary.

ANNEXURE

Names of All India Authorities and the State Authorities in India instituting Final Examination at the end of Class X in the pattern of 10+2—

I—All India Authorities

1. Central Board of Secondary Education —New Delhi
2. The Council for the Indian School Certificate Examination—New Delhi

II—The State Authorities

Sl. No.	State	Name ofAuthority
1.	Andhra Pradesh	Board fo Secondary Education Hyderabad
2.	Delhi (Union Territory)	Central Board of Secondary Education, New Delhi
3.	Gujarat	Board of Secondary Education, Ahmedabad.
4.	Karnatak	Borard of Secondary Education Bangalore.
5.	Kerala	Board of Secondary Education, Trivandrum.
6.	Maharashtra	Maharashtra State Board of Secondary Education, Poona.
7.	West Bengal	West Bengal Board of Secondary Education, Calcutta.

WEST BENGAL COUNCIL OF
HIGHER SECONDARY EDUCATION

8, Ho Chi Minh Sarani Flat No. 17 (3rd Floor).
Calcutta-700 016.

No. HSC/GS/2/76 Dated, Calcutta, the 2nd July, 1976.

From : The Secretary,
West Bengal Council of Higher Secondary Education.

To______________________________
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Sub : Courses and subject to be offered by an Institution—Permission regarding.

Sir/Madam,

Your attention is invited to the Circular No. HSC/GS/1/76 dated 1st July, 1976 whrer in Clause 1 (c), it has been stated that an Institution has to offer such courses and subjects as may be specified by the Council.

You must have noticed from the Curriculum and Syllabuses, Volume 1 and 1A, released by the Council that the Council has specified the subjects under different schedules without however, classifying the subjects under particular Stream/Course such as Science, Humanities, Commerce etc. The Council has therefore, made a broad classification of the subjects (other than languages) as stated below :

(a) Subjects requiring Laboratory practical classes, i.e. Physics, Chemistry, Biological, Science, Agronomy, Geology, Psychology, Geography, Home Management and Nurshing, Nutrition, Fine Arts and Crafts, Music.

(b) Subjects other than those specified in (a) above.

An Institution has got to bear in mind the above classification of subject and has to offer subjects as may be permitted to it by the Council.

On the basis of the broad principles adopted by the Council, I hereby inform you that subject to the conditions stipulated in Clause 1(c) of the above-mentioned Circular relating to the courses and subjects to be offered by an Institution, your Institution is permitted to offer the following subjects and maximum number shown against each of them for the two year course XI and XII beginning from July, 1976.

(I) **Languages** — Compulsory :
Group A —
Group B —
Besides — [At your option]
One from Group A

(2) **Elective Subject** — Under (a) above—Subjects (provided the Institutions has three seperate laboratories of specified requirement) Under (b) above — Subjects

(3) **Optional Elective subjects** —

(i) At Ordinary Level Subjects (at your option)

(ii) At ordinary Level Subjects (with the approval of the council)

Besides *one of Specified Activities* as Co-curricular Programme has to be arranged for each pupil.

Please inform the Council the Subjects actually offered by your Institution and the number of pupils admitted to each subject in the enclosed proforma within 15 days of the closing date of admission.

Yours faithfully
S.K. Dutta
Secretary

Enclo : As stated.

ANNEXURE

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

No__________ Dated, Calcutta the____________1976.

Intimation of Courses and Subjects offered by an Institution for the two-year Higher Secondary Courses in 1976-77 and 1977-78

(To be submitted within 15 days of the closing date of admission)

From______________________________
____
____

To: The Secretary,
West Bengal Council of Higher Secondary Education.

Sir,

Reffering to your letter No. HSC/GS/2/76 dated 2nd July, 1976, I/We have to inform you that the Institution has offered the following courses and subjects for the two-year academic session 1976-78 and admitted students to the subjects as stated against each of them :

General Stream Courses

1. **Languages** (As per schedule-1 of the curriculum)

Specified Languages **No. of pupils admitted**

(i) Compulsory

(a) Under Group A — (Please mention the Language)

(b) Under Group B — (Please mention the Language)

(Name of the Institution)

(ii) Besides (i) above — one language from Group A

(Please mention the Language)

2. **Elective Subjects** (As per Schedule -II of the curriculum)

(a) Subjects requiring Laboratory / Practical Classes

Name of Subject **No. of Pupils admitted**

(i) Physics, (ii) Chemistry, (iii) Biological Sciences, (iv) Agronomy, (v) Geology, (vi) Geography, (vii) Psychology, (viii) Home Management and Nursing, (ix) Nutrition, (x) Fine Arts & Crafts, (xi) Music.

(b) Subjects other than those specified in (a) above

Name of the Subjects **No. of Pupils admitted**

3. **Optional Elective Subjects**

Name may be specified and enrolment stated against each of them.

Name of the subjects **No. of pupils admitted**

4. **Specified Activities as Compulsory** **Co- curricular programme**

Subject /Activity offered **No. of pupils admitted**

(i) (ii) (iii) (iv)

The above statement is for your information and record.

Yours faithfully
(Signature with seal)

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

Circular No. HSC /GS /3 / 76 Dated 3rd July, 1976.

From : The Secretary,
West Bengal Council of Higher Secondary Education

To : All Heads of Higher Secondary Institutions.

Sub : Councelling to pupils in the matter of Selection of Subjects of General Stream Course.

Sir,

Your attention is invited to clause 1(c) of the Circular No. HSC/GS/1/76 dated 1st July, 1976 relating to the subjects to be offered by the Institutions, pursuant to which the subjects which may be offered by your Institution have also been specified by the Council.

You must have noticed in the "Introductory Note of General Stream Curriculum' occuring in the Volume 1 of the Syllabuses that the Council has not divided the subjects into any course groupings as we are generally familiar with like Science, Humanities, Commerce etc. and the freedom of choice of subjects will lie with the pupil. Thus a pupil can choose any three subjects specified under the Elective Sector (Schedule II) of the curriculum, even if the selection of subjects cross-cuts the usual course groupings. While retaining their flexibility in the curriculum some important factors pertaining to selection of subjects have to be reckoned with in order to ensure for the pupil such selection of subjects as may be meaningful for a broad comprehension of a course that is linked with the next stage of education for which he/ she might go in later. In fact, a sense of pragmatism has got to be demonstrated in the selection of elective subjects. Pupils' inclination and aptitude, channels of academic career and the admission principles followed in respect of different courses at the next higher stage, all these are to be taken into account before a subject combination can be advised for him/her. Obviously this calls for councelling arrangements on the part of Institutions.

The Council feels it necessary to indicate broadly in the Annexure the congrous subject-combinations which the Institutions may take into consideration for the purpose of councelling the pupils. It may, however, be made clear that the object of counselling is to guide the pupils in the selection of such subjects that might be effective and helpful for the pupils, specially for their going ahead for a meaningful education at the higher stage. The act of counselling should not be constructed as imposition of the will of the authority of the pupils. It is, in fact, a communicative process by virtue of which the pupils will have the opportunity to get a helpful advice in choosing the subjects at that stage of education of courses. Counselling aims also at arresting waste of efforts while advising the pupils in the right directions.

In the circumstances the Council hopes that you will make necessary arrangements for advising the incoming pupils and for the purpose assign a teacher with this responsibility. The Council will be pleased to clarify any matter pertaining to the area of educational guidance. Incidentally, I would impress upon you the necessity of explaining the purpose structure and instruction of Optional Elective Subjects offered by the Institution in order to enable the pupils to opt for Ordinary or Advanced Level studies an specified under Schedule IV.

Hope, you would take necessary action in the matter and let the Council know the arrangements made at your end.

Thanking you,

Yours faithfully
S.K.Dutta
Secretary.

ANNEXURE

Indications of the subject or subjects-combinations that a pupil may offer at +2 stage, keeping in view the broad admission requirement into different courses at the degree level (+3 stage)

TABLE

Sl No.	Name of Courses	Relevant subject or sabject-combinations
1.	Degree Course in Engineering and Technology (Ceramic, Leather and Textile)	1. Mathematics 2. Physics 3. Chemistry
2.	Degree Course in Medicine and Vaterinary	1. Chemistry 2. Biological Sciences 3. Physics or Mathematics
3.	Degree Course in Agriculture	1. Chemistry 2. Biological Sciences or Agronomy 3. Physics or Mathematics
4.	Honours Course in Economics	1. Mathematics
5.	Honours Course in Commerce or Business Studies	1. Accountancy 2. Business Organisation
6.	Honours Course in any subjects	The same subject in any of the three sectors, Language, Elective and Optional Elective.

N.B. *Candidates willing to take up Honours Course in any subject may be advised to study the same subject at the Higher Secondary stage at Advanced Level for better comprehension of the subject.*

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

Circular No. HSC/Mg. Com /1/76 Dated Calcutta the 10th August, 1976

Sub : Management of Institution

In terms of Regulation 4(vii) of the West Bengal Council of Higher Secondary Education (Recognition of Institution) Regulations, 1976, each institution recognised by the Council for imparting General Stream and Vocational Stream Courses shall constitute an Ad-Hoc Managing Committee in accordance with Govt. Order NO. 1323- Edn (S)/ H.S.C. 3S-4/76 dated 22.7.76 as communicated to the Council by the Director of Secondary Education, West Bengal, under his Office Memo. No. 2699-Sc/S dated 5th August, 1976 as specified below :

1. Composition of the Ad-hoc Managing Committee

(a) In the case of an existing school which is currently administered by a Managing Committee or in case of a College which is goverened by a

Governed Body, where the institution is located, an Ad-Hoc Managing Committee shall be constituted for each Institution consisting of the following members :

(i) President of the Managing Committee of the School or the Governing Body of the College (including existing Ad-Hoc Committee of the School or College) shall be the President of the Ad-Hoc Managing Committee.

(ii) Secretary of the Managing Committee of the School or the Governing Body of the College (including existing Ad-Hoc Committee of the School or College) shall be the Secretary of the Ad-hoc Managing Committee.

(iii) The Head of the Institution shall act as Joint Secretary of the Ad-hoc Managing Committee.

Provided that where the Head of the Institution is the Secretary of the Managing Committee or the Governing Body or the existing Ad-hoc Committee , there will be no Joint Secretary.

(b) Where the School or the College in which the Institution is located has been functioning under an administrator, the same Administrator shall exercise the powers and perform the functions of the Ad-hoc Managing Committee in respect of the Institution .

(c) In the case of a new Institution recognised by the Council the Organising Committee shall elect from amongst the members of such a Committee a President and a Secretary in order to constitute the Ad-hoc Managing Committee in respect of the Institution, provided, the Head of the new Institution as and when appointed shall be taken in as a member of the Ad-hoc Managing Committee, who shall act as Joint Secretary.

The composition of the Managing Committee of the new Institution shall be subject to the approval of the Council, on such recommendations as the Director of Secondary Education may make in this behalf.

(d) The Council may approve of a Special Constitution of the Committee for management of an Institution. if applied for, on such terms and conditions as the Council may specify, subject to recommendations if any, made by the Director of Secondary Education and with prior approval of the State Government.

2. Terms of the office of the Ad-hoc Managing Committee.

The Ad-hoc Managing Committee of the Institution shall hold office until rules are framed for constitution of regular Managing Committee in respect of the Institution, under West Bengal Council of Higher Secondary Education Act, 1975.

3. Powers and functions of the Ad-hoc Managing Committee.

(a) The Ad-hoc Managing Committee shall take all necessary steps for organisation of the Higher Secondary Institution and shall make necessary academic arrangements for teaching of subjects introduced under regulations / instructions issued by the Council.

(b) The Head of the School or College where the higher secondary courses are introduced shall be in charge of the Institution.

(c) The Committee shall maintain or cause to be maintained separate account and other relevant registers, records and documents for the Institution and shall be responsible for the utilisation of the grant, if any, received from the Government or any other sources for purposes of the Institution.

(d) The Committee shall by suitable adjustment of routine provide facilities to the students of Institution for use of libraries, laboratories, play-grounds and other facilities as may be necessary for the prosecution of their studies under the curriculum framed by the Council.

(e) The Committee shall perform such other functions and carry out such other directions as may be announced or communicated in respect of the Management of the Institution.

The Institution shall communicate to the Council the composition of the Ad-hoc committee and the names of the members & office bearers within 15 days of the constitution of the Ad-hoc Managing Committee and by September 7, 1976 at the latest.

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

Sub : *Arrangements for starting classes for Higher Secondary Courses in General/Vocational Stream-Information regarding :*

The council has been pleased to select on the basis of the application made by your Institution on that behalf and give formal recognition to your Institution for imparting instruction in General/Vocational Courses in respect of the subjects / areas as specified with Council's Circular No. HSC/GS/2/76 dated 2nd July, 1976.

I hope that your Institution has by now taken all necessary steps to fulfil the conditions that have been laid down in a number of circulars issued by the Council in that regard.

You would realise that the Institution has got to start classes soon after the results of the Madhyamik Pariksha are published and the formalities of student-admission are over. The Council as you can well imagine, has got to be concerned about the proper functioning of the Institution and gearing through the academic and other programmes of the Institution. The Council has already specified the subjects / areas and also number of subjects to be taught in your Institution. The requirements of accommodation, physical facilities, laboratory and library facilities, teaching personnel and other arrangements have been specified by the Council in the Regulations as well as the circulars issued to your Institution.

I am sure that your Institution has already made arrangements to admit pupils and start classes soon.

Would you please confirm the arrangements made in this connection and assure the Council as to the proper conduct of the Courses. An idea of the time-table contemplated for your institution showing the subjects being considered, the work-load of teachers envisaged and other relevant matters may also please be communicated to me. (Copies of papers in this connection, if any, may also be sent).

It will be very much appreciated if your reply reaches me by the 28th August, 1976.

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

Circular No. HSC/4/76 Date, Calcutta, the 25th August, 1976.

I am directed to inform you that the following decisions have been taken by the Council in respect of items specified hereunder :

I. Equivalence :— Reference to Clauses 1(a), 1(c), 1(d) of Circular No. HSC/GS/1A/76 dated 2.7.76 issued in respect of Institutions recognised for General Stream Courses and also Clauses 4(a)(i), (iii), (iv) of Circular No. HSC/VS/1/76 dated 1.7.76 issued in respect of Institutions recognised for Vocational Stream Courses :

(i) Re 1(a) and / or 4(a)(i)

Board of Secondary Education, Tripura is included in the list of States falling in the new pattern of 10+2, since it adopted the syllabuses in vogue in West Bengal under the new pattern. Visva- Bharati (Shantiniketan, Bolpur), a Central University in West Bengal, is also approved for this purpose.

(ii) Re 1(c) and / or 4(a)(iii) as referred to above

Pupils having passed the School Final Leaving Certificate Examination of the States in India which have not so far adopted the pattern of 10+2 in Secondary and Higher Secondary stages of education are not eligible for admission into Higher Secondary Courses (+2 stage) in West Bengal.

(iii) Re 1(d) and / or 4(a)(iv) as referred to above

The Institutions may provisionally admit a pupil qualified in the School Final / Leaving Certificate Examination of a foreign authority provided they are *prima facie* satisfied about the equivalence for the purposes of admission in suh cases pending the final determination and approval of equivalence by the Council, Such cases, after provisional admission should be referred to the Council with specific recommendations of the Institution, if any.

Such students should be clearly informed before admission that such provisional admission is absolutely at their own risk and admission will be treated as cancelled if the Council does not approve of the case.

II. Maximum Number of Sections in an Institution

Reference to Clause 8 of Circular No. HSC/GS/1/76 dated 1.7.76 issued in respect of Institutions recognised for General Stream Courses and Clauses 8 of Circular No. HSC/VS/1/76 dated 1st July, 1976 issued in respect of Institutions recognised for Vocational Stream Courses re : enrolment, the following conditions should be noted and adhered to —

Subject to the conditions stipulated in Clause 8 of the Circulars referred to above, an Institution shall be entitled to open a maximum number of (three) sections in 1976-77.

III. Re : Subjects allowed to offer :

The following clarification may please be noted —

Subjects requiring Laboratory / Practical Classes under category (a) and specified in item (2)(a) of the Circular No. HSC/GS/276 dated 2nd July, 1976, may be read for subjects for which regular Laboratory Work is essential, such as, Physics, Chemistry and Biological Sciences (including Botany, Zoology and Physiology) only.

Other subjects that may require only casual or a limited laboratory based study at Higher Secondary level such as, Geography, Psychology etc. can either be treated under item (2)(a) or item (2)(b) of the above circular. This will ease the rigidity, if any, as to the number of courses allowed to offer in item(2) by the Council.

BOARD OF SECONDARY EDUCATION
WEST BENGAL

Circular No. S/Ccc Dated 16.9.76

Sub : Introduction of Higher Secondary Courses in Secondary Schools.

The undersigned is directed to request the authorities of the schools where Higher Secondary Courses have been introduced to offer necessary facilities for use of their Libraries, Laboratories, Play-grounds etc. and also the services of teachers to the Higher Secondary Institutions as may be required on the basis of mutual convenience by suitable adjustment of class routine.

The Board trusts that the interest of the Secondary Schools will not suffer in any way on account of the above arrangement.

WEST BENGAL COUNCIL OF
HIGHER SECONDARY EDUCATION

Circular No. HSC/6/76 Dated 24th September, 1976

I am directed to inform you that the following decisions have been taken by the Council in respect of items specified hereunder :

1. GENERAL STREAM

(i) Clarification of the item — Subjects to be offered by an Institution ref. Circular No. HSC/GS/2/76 dated 2.7.76.

It is hereby clarified that the subjects mentioned against item (2) Elective Subjects and those mentioned against item (3)(i), that is, Optional Elective Subjects are inter-changeable.

Hence, the Institution may introduce a total number of subjects as specified in items (2) and (3)(i) taking together and the individual pupils may be allowed to offer any one of the said subjects as Optional Elective Subjects.

A student may offer 1 or 2 subjects at Advanced Level specified in item (3)(ii) of the above Circular provided he/she has offered the subject or subjects as an Elective Subject (a) under item 2.

(ii) Additional language under Schedule I — Group A

Tibetan has been included as one of the languages in Schedule I — Group A. The existing syllabus of Tibetan Language for the Pre-University Course of

Calcutta University has been adopted as the syllabus for Class XI. Syllabus for Class XII in Tibetan Language will be notified in due course.

(iii) Proposed change of names, if any, of the recognised institutions.

Proposed change of names of the recognised Institutions, if any, will be considered by the Council after the same is communicated to the Council duly adopted by the Managing Committee (not Ad-hoc Managing Committee) of the Institutions constituted in terms of Rules to be framed by the Government.

(iv) Equivalence

School Leaving Examination of the Board of Secondary Education, Assam (New course, 1976) and High Madrasah Examination, 1976 (Regular candidates) of West Bengal Madrasah Education Board be also deemed equivalent for the purposes of admission to +2 course under the Council.

(v) Admission

The last date for admission has been extended upto 10.11.76.

(vi) Arrangement of class hours

It is to be understood that unless in the letter of Recognition in favour of an Institution the Morning Section or Evening Section as such be clearly stated, recognition should not be considered for the purpose of holding classes either in the Morning or in the Evening.

(vii) Qualifications of teachers for General Stream Courses

Minimum qualifications —

Either (a) A Second Class Post-Graduate Degree in the subject with second class Honours Degree preferably in the same subject, or any other degree considered equivalent thereto.

Or (b) A Post Graduate Degree in the subject or second class Honours Degree in the subject or any other degree considered equivalent thereto and in case of (b) candidates must have at least eight years' teaching experience in a High/Higher Secondary School or a College, or an equivalent institution.

Special Honours will be deemed at part with regular Honours Degree. A degree in Bachelor or Commerce of Calcutta University with 45% marks prior to 1966 will be deemed to be equivalent to Honours Degree in Commerce. Minimum qualifications may be relaxed int eh case of recruitment of teachers in special subjects like Music, Fine Arts, Nutrition, Specified Activities etc.

II. VOCATIONAL STREAM

(i) Qualifications of Teachers

The qualifications of teachers for Vocational Stream Courses as laid down by the Council, are being notified through a separate Circular.

(ii) Courses to be offered

Courses to be offered by the Institutions recognised for Vocational Stream Courses are also being notified through a separate Circular.

(iii) Admission

The last date of admission has been extended upto 10.11.76

WEST BENGAL COUNCIL FOR HIGHER SECONDARY EDUCATION

Circular No. HSC/6/76 Dated 14th October, 1976

I am directed to forward herewith a statement showing qualifications laid down by the Council in respect of teachers for Vocational Stream Courses for which your Institution has been granted recognition.

Enclo : As stated.

WEST BENGAL COUNCIL FOR HIGHER SECONDARY EDUCATION

Qualification of teachers for Vocational Stream Courses as prescribed by the Council

PARA-MEDICAL

	Course	Minimum qualification of teachers
1.	Teacher-in-Charge of the Unit	Bachelor of Medicine and Surgery (M.B.B.S.)
2.	**Specific Course**	
(a)	**Pharmacy**	
(i)	In-Charge	B.Pharm. or M.B.B.S.
(ii)	Technical Teaching Staff (Instructors)	B.Pharm. or M.B.B.S.
(iii)	Technical Supporting Staff	B.Sc. preferably with Honours in various specialities such as, Physics, Chemistry and Bio- Sciences.
(b)	**Multipurpose Health Education Course**	
(i)	In-Charge	B.Sc. (Nursing) or M.B.B.S.
(ii)	Technical Teaching Staff (Instructors)	B.Sc. (Nursing) or M.B.B.S.
(iii)	Technical Supporting Staff	B.Sc. preferably with Honours in various specialities such as Physics, Chemistry and Bio- Sciences.
(c)	**Medical Laborary Technology**	
(i)	In-Charge	M.B.B.S. or B.Pharm.
(ii)	Technical Teaching Staff	B.Sc. with diploma in laboratory technology.

(iii)	Technical Supporting Staff	B.Sc. preferably with Hons. in various specialities such as Physics, Chemistry and Bio-Sciences.

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

Circular No. HSC/6/76 Dated 14th October, 1976

I am directed to forward herewith a statement showing qualifications laid down by the Council in respect of teachers for Vocational Stream Courses for which your Institution has been granted recognition.

Enclo : As stated.

Qualification of teachers for Vocational Stream Courses as prescribed by the Council

TRADE AND COMMERCE

	Course	Minimum qualification of teachers
1.	Head of the Unit	Master Degree with Bachelor Honours Degree in Commerce.
2.	Vocational Course in specific areas of study.	Master Degree or a good Bachelor Degree in Commerce preferably with experience in practical field of Vocations.
3.	Instructors Museum Instructor, Excursion Instructor etc. Stenography Courses.	Graduate with adequate experience.

Qualifications of teachers for Vocational Stream Courses as prescribed by the Council

AGRICULTURE

	Course	Minimum qualifications
1.	In-Charge of the Unit (Farm Superintendent)	Master Degree (M.Sc. in Agriculture with 3 years' experience or B.Sc. in Agriculture with 5 years' experience).
2.	Specific Courses	
(a)	Crop Production including Plant (Protection)	

(i)	Teacher — Crop Production	M.Sc. in Agriculture or B.Sc. in Agriculture with 3 years' experience in a recognised Farm.
(ii)	Teacher — Plant Protection	Preference will, however, be given to candidates having Master Degree in Agronomy for Crop Production, and Entomology and Plant-Pathology for Plant Protection.
(b)	Horticulture —	
(i)	Teacher — Fruit/Fruit Preservation	M.Sc. in Horticulture with 3 years' practical experience.
(ii)	Teacher — Vegetable/Floriculture	Or, B.Sc. in Horticulture with 5 years' experience in Fruit preservation / Processing Centres.
(c)	Pisciculture —	
(i)	Teacher	M.Sc. in Zoology with practical experience of 3 years or B.Sc. (Hons.) in Zoology with 5 years' experienc in Pisciculture. Preference will be given to Degree or Diploma holder in Fishery or those trained at Post Graduate level in some Government Institutions.
(d)	Poultry —	
(i)	Teacher, Poultry Manager	M.Sc. in Agriculture with Animal Husbandry as a special subject/M.V.Sc. with 3 years' experience or B.Sc. in Agriculture with Animal Husbandry as special paper or Bachelor of Veterinary Science (B.V.Sc.) or Indian Dairy Diploma with 5 years' experience.
3.	Supporting Staff Field Assistants	Certificate Course in Agriculture Or, Certificate in Higher Secondary Examination/Training Certificate in the subject concerned with 5 years' experience.

4.	Power Tiller Operator, in case the Institution has arrangement for using power tiller in Agricultural operations.	Higher Secondary with certificate obtaining in Power Tiller and Agricultural implements.

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

Circular No. HSC/6/76 Dated 14th October, 1976

I am directed to forward herewith a statement showing qualifications laid down by the Council in respect of teachers for Vocational Stream Courses for which your Institution has been granted recognition.

Enclo : As stated.

Qualificaiton of teachers for Vocational Stream Courses as prescribed by the Council

TECHNICAL

		Course	Minimum qualifications
1.		In-Charge of the Technical Section.	Bachelor of Engineering in one of the disciplines offered by the Institute, with at least 1 year's experience.
2.		Technical Teaching Staff :	
	(a)	Lecturer	Bachelor of Engineering in the relevant disciplines offered by the Institute, with at least 1 year's experience, or Diploma in Engineering (1st. Class) with 5 year's experience in Industry/Research/Establishment / Teaching.
	(b)	Instructors	Licentiate from the State Council for Engineering & Technical Education, West Bengal, or equivalent in relevant discipline of the course with 3 years' experience.
3.		Supporting Staff :	
	(a)	Workshop Instructors	
	(i)	Basic Shop	Certificate of I.T.I. or Junior diploma of West Bengal State Council or equivalent with at least 3 years' experience.
	(ii)	Specialised Shop	Certificate of I.T.I. or Junior Diploma of West Bengal State Council or equivalent with at elast 3 years' experience in the Trade.

(iii)	Power House (where needed)	Certificate of I.T.I. Jr. Diploma of West Bengal State Council or equivalent with at least 1 years' experience.
(b)	Laboratory Assistants (Physics and Chemistry Laboratory)	B.Sc.(Hons) in the appropriate discipline with at least 1 year's experience or B.Sc. with 3 years' experience.
(c)	Draughtsman	A Diploma in Draughtsmanship of the West Bengal State Council or equivalent qualifications with at least 1 year's experience, preferably in industry, as draughtsman.

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

Circular No. HSC/6/76 Dated 14th October, 1976.

I am directed to forward herewith a statement showing qualifications laid down by the Council in respect of teachers for Vocational Stream Courses for which your Institution has been granted recognition.

Enclo : As stated

Qualification of teachers for Vocational Streams Courses as prescribed by the Council

INDUSTRY (Textiles)

	Course	Minimum qualifications
1.	Head of the Unit	Post Graduate Degree in Textile Technology or its equivalent with 5 years' teaching and administrative experiences in an Institute/Mill/Organisation.
2.	Technical Teaching Staff	
(a)	Teachers for Theoretical subjects (Textiles)	Degree in Textile Technology with Textile Chemistry as one of the main subjects or its equivalent with 3 years' teaching, research/practical experience in an Institution/Mill/Organisation.
(b)	Instructors	Degree in Textile Technology with Textile Chemistry as one of the main subjects or its equivalent with 3 years' teaching/research/practical in Textiles in an Institute/Mill Organisation.

3. Supporting Technical Staff

(a)	Technical Assistant for Spinning, Weaving and Knitting Laboratory	Diploma in Textile Technology/with 5 years' practical experience in Spinning, Weaving and Knitting Laboratory.
(b)	Laboratory Assistant for Dyeing and Printing Laboratory.	Diploma in Textile Technology/Textile Chemistry with 2 years' practical experience in a dyeing and Printing Laboratory.

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

No. HSC 7/76 Dated Calcutta, 28.10.1976

In inviting a reference to the Recognition Letter issued by the Council in favour of your Institution for imparting Higher Secondary Education (XI & XII). I am directed to request you to submit a report in the form prescribed below within the scheduled time.

Form No. Recog. GS/2

1. Name of Institution :
2. Address of the Institution :
   (Development Block, Police Station etc. to be stated)
3. Names of Members of the Ad-hoc
   Managing Committee
4. The name of the Head of the Institution.
5. Total No. of pupils admitted in Class XI
   (stating the No. of boys and girls)
   (i) General Stream No.
      (a) Science Subjects.
      (b) Other than Science Subjects.
   (ii) Vocational Stream (Courses to be specified)
      (a)
      (b)
      (c)
      (d)
6. No. of sections opened at present.
7. Date on which instructions in the Class XI was actually started.
8. Instructional hours followed by the Institution.
9. Holidays and Vacations prescribed for the Institution (A list of holidays should be submitted).

10. Whether the Institution is a co-educational one.
11. In case of co-education, what special arrangements have been made for the girl students.
12. No. of pupils enrolled for each elective subject.
13. How many laboratory rooms are provided for subjects requiring practical laboratory classes.
14. Measurement of each laboratory room and no. of pupils working at a time in each of the laboratories.
15. What are the Registers kept by the Institution for academic/accounting purposes ?
16. What are the specified activities introduced in the Institution ?
17. What is the total number of enrolment for each of the specific activities ? What facilities have been provided for the specified activities ?
18. Whether the Institution has any hostel for boys or girls. If so, please mention the total number of such hostels for boys and girls and also total number of boarders both boys and girls.
19. Has the Institution any playground ? Please state details of playgrounds.
20. If the Institution has no playground of its own what arrangement the Institution has made for games and sports for the pupils ?
21. Has the Institution a separate building ?
22. If the Institution has no building of its own but is located in the existing schools or colleges, the no. of rooms engaged for Higher Secondary Courses with their respect measurements.
23. Has the Institution kept a Reserve Fund of Rs.8,000/- as prescribed by the Council ?
24. Please state in what form the said Reserve Fund has been kept with details.
25. Tuition fees charged by the Institution :
    (a) for subjects/combination of subjects requiring laboratory practical classes.
    (b) for subjects/combination of subjects not requiring laboratory practical classes.
26. Sessional charges prescribed by the Institution, please state the components and the charges against them.
27. What is the medium of instruction in the Institution ?
28. Other fees prescribed, if any.

Signature of the Head of the Institution with Seal

Signature of the Secretary of the Institution with Seal

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

Circular No. HSC/8/76 Dated 24th December, 1976.

From : The Secretary,
West Bengal Council of Higher Secondary Education.

To : All Heads of Recognised Higher Secondary Institutions

Sir/Madam,

I am directed to inform you that the following decisions have been taken by the Council in respect of items specified hereunder and request you to take necessary action in the light of such decisions,

I. Minimum Number of Enrolment for the Institution as a whole and for a Subject.

In partial modification of the Circulars in the matter issued before, it is notified for information of all concerned that the Council has relaxed the minimum number of enrolment for an Institution as a whole from 50 to 30(thirty) in respect of General Stream Courses, and from 30 to 15 (fifteen) in respect of Vocational Stream Courses, and for a subject in the General Stream Courses from 10 to 5(five) for the year 1976-77.

It should be noted in this connection that in view of the fact that a pupil can offer Courses at Advanced Level only after he/she takes the same subject as one of the Elective Subjects, the minimum enrolment prescribed for a subject as above is not applicable Advanced Level Subjects.

II. Transfer of Students from One Institution to another Institution.

Students admitted into one Institution may seek, if necessary, transfer to another Institution with Transfer Certificate obtainable on payment of Transfer Fee as prescribed by the Council. Tution Fees paid by such students in one Institution cannot be charged again by another Institution. The last date of admission of students on transfer certificate for the year 1976-77 has been stipulated as 15th January, 1977.

The Institutions which have failed register minimum number of students as laid down in (I) above are directed to issue Transfer Certificate to the student already admitted by them, free of charge and also to refund them fully all refundable deposits. Similarly, the Institutions which have admitted students in excess of the limit fixed for each of them by the Council are also directed to issue Transfer Certificate to such excess number of students admitted after the fulfilment of the fixed limit, free of charge and refund them fully all refundable deposits. Heads of the neighbouring recognised Higher Secondary Institutions having vacant seats are requested to admit such students on transfer by the last date for admission on transfer as stipulated above by the Council, i.e. by 15.1.77.

It should, however, be noted in this connection that Council has decided that the Institutions which have not been able to enrol 30 pupils for General Stream Courses and 15 for Vocational Stream Courses will be required to suspend the introduction of 2-year Higher Secondary Education in the respective courses for the year 1976-77. The provisional recognition of these Institutions for 2-years (1976-78) will not, however, be withdrawn with a view to providing them scope

for offering the Courses in 1977-78 with the required number of pupils as may be prescribed by the Council.

III Registration Fee

Every student enrolled for Higher Secondary Courses, will be required to pay a sum of Rs.5/- (Rupees Five) only for registration of his/her name with the Council. Each Institution should realise such Fees on or before 15th Feburary, 1977, and remit the total amount so realised to the office of the Council by the end of February, 1977 through A/C Payee Cheque or Crossed Postal Order payable to "West Bengal Council of Higher Secondary Education" alongwith prescribed Forms duly filled in by each student. The Proforma of the prescribed form to be filled in by the students for the purpose of registration of students will be sent shortly.

IV. Approval of Admission of Students qualified in the School Final/Leaving Certificate Examination of a Foreign Authority particularly Nepal and Bangladesh

The Council has been pleased to extend formal approval to all cases of admission of students qualified in the School Final/Leaving Certificate Examination of a foreign Authority, particularly Nepal and Bangladesh, provided such students have been found otherwise eligible for admission by the Institutions concerned.

V. Change of Subjects

Change of subjects, if desired by the students, may be permitted by the Heads of Institutions upto 15th January, 1977.

VI. MINIMUM QUALIFICATIONS OF MATRON

The Council has laid down the minimum qualifications of Matron as follows :

(a) Must have read upto Class VIII of a recognised Secondary Schools

and

(b) Must be physically fit, mentally alert and otherwise capable to discharge the duties called for.

VII. APPROVAL OF ADVANCED LEVEL COURSES

The Council has been pleased to extend approval to the Institutions to offer Advanced Level Courses provided these Courses have been offered as one of the Elective Subjects, as allowed to them by the Council.

Yours faithfully
S.K. Dutta
Secretary

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

Circular No. HSC/9/76 Dated 24th December, 1976.

I am directed to inform you that the following decision has been taken by the Council in respect of item specified hereunder ;

Sub : Submission of applications by teachers of recognised Higher Secondary Institutions (XI & XII) who previously taught in Class XI Schools and/or

are now engaged in teaching the new Higher Secondary Courses for empanelment purposes.

Teachers of recognised Higher Secondary Institution (XI & XII) possessing minimum qualifications as prescribed by the Council who were teaching in Class XI Schools and/ or are now engaged to teach the new Higher Secondary Courses but did not or could not apply for empanelment in response to the Council's advertisement in May, 1976 may now submit their applications to the Council through the Heads of the Institutions, by 15th January, 1977 at the latest paying the prescribed fees and in the manner laid down in the said advertisement.

Heads of recognised Higher Secondary Institutions are requested to bring this to the notice of all teachers concerned for information.

A copoy of the advertisement as referred to above is enclosed.

Encl : As stated

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

Applications in plain paper, in triplicate, with particulars as indicated below, are invited for being empanelled for the posts of teachers, both whole-time and part-time, in different subject prescribed for General Stream Courses as stated hereinafter for the Higher Secondary Institutions in the Districts of West Bengal recognised by the Council, which are to start functioning from July, 1976 :

1. *Minimum Qualifications :*

Either : (a) A Second Class Post-Graduate Degree in the subject with Second Class Hons. Degree preferably in the same subject, or any other Degree considered equivalent thereto.

Either : (a) A Second Class Post-Graduate Degree in the subject.

Or

(b) A Post-Graduate Degree in the subject or Second Class Hons. Degree in the subject or any other Degree considered equivalent thereto and in case of (b), candidates must have at least eight years' teaching experience in a High/Higher Secondary School or a College, an equivalent Institution.

Special Hons. will be deemed at par with regular Hons. Degree. A Degree in Bachelor of Commerce of Calcutta University with 45% marks prior to 1966 will be deemed to be equivalent to Hons. Degree in Commerce. Minimum qualifications may be relaxed in the case of recruitment of teachers in special subjects like, Fine Arts, Nutrition, Specified Activities etc.

2. *Scales of Pay :*—Under consideration of Government and are expected to be announced soon.

(The benefits accured to a person in his/her present post in a School/College will not be affected if he or she be selected for appointment in the post of a teacher in a Higher Secondary Institution.)

The District-wise Selection Committee will be constituted in order to prepare panels of suitable candidates for appointment to the posts of teachers required for

Higher Secondary Institutions of the District concerned. Actual appointment will, however, be given by the Managing Committees of the respective recognised Institutions in the District concerned from out of the said panels.

Candidates should state specifically the subject as well as District applied for. A person intending to be considered for more than one subject as well as in more than one district should apply separately for each subject and each district with application fee for each such application. Candidates, however, may be offered appoinment in any district other than those of his choice.

Subjects prescribed for General Stream Courses are as follows :

(a) *Languages :*

English, Bengali, Nepali, Santali, Hindi, Urdu, Assamese, Oriya, Tamil, Telegu, Malayalam, Marathi, Gujrati, Punjabi, Sanskrit, Pali, Persian, Arabic, French, German, Russian, Chinese.

(b) *Other subjects :*

Physics, Chemistry, Biological Sciences, Mathematics, Statistics, Economics, Political Science, History, Public Administration, Geography, Geology, Psychology, Anthropology, Sociology, Philosophy, Business Economics including Business Mathematics, Business Organisation, Accountancy, Economic Geography, Home Management and Nursing, Nutrition, Fine Arts and Crafts, Music, Education, Agronomy.

(c) *Specified Activities :*

Work Education, Physical Education, N.C.C., Social and Community Services.

Number of candidates to be empanelled subjectwise for each district will be notified later on.

Candidates are required to furnish the following particulars :

(1) Name, (2) Address : Permanent and Present, (3) Father's/Husband's name, (4) Date of Birth, (5) Nationality, (6) Caste, (7) Subject applied for, (8) District for which applied, (9) Academic qualifications from school leaving stage onwards with year of passing, division/class, distinction, awards etc. (10) Research papers, if any, (11) Experience (in chronological order). (12) Other information, if any, (attested copies of certificates and testimonials are to be attached.)

Applications, in triplicate, with a crossed Postal Order of Rs. 5/- (Rupees Five) only payable to the "West Bengal Council of Higher Secondary Education" at Calcutta, should reach the Secretary of the Council by 31st May, 1976. The name of District and subject for which the application is meant should be superscribed on the cover. Applicants in service should apply through proper channel. An advance copy of the application may, however, be sent.

Particulars of Postal Order are to be stated in the application. Incomplete applications are liable to be rejected.

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

Circular No. HSC/10/76 Dated Calcutta, the 31st January, 1977.

I am directed to inform you that the following decisions have been taken by

the Council as specified below :

I. Regarding allowing private study of certain languages due to absence of facility of regular study in the Institutions.

Students who have taken up a language paper which is not imparted by the Institution to which they belong are allowed to study the courses for that language by private arrangement. Such a student would, however, be required to pass the said language in the relevant Test Examination before he/she could be sent up for the final examination of the Council. The Council would specify as to the modalities of such Test Examination. The authorities of the Institutions concerned are requested to take a stock of the prograss of the students in the said languages from time to time as far as possible in order to infuse in them the urge to complete the course confidently.

II. Last date of admission of students passing the Madhyamik Compartmental Examination, 1976.

Successful candidates in the Madhyamik Compartmental Examination, 1976 of the West Bengal Board of Secondary Education will be allowed admission to Class XI within three weeks from the date of publication of the results of the said Compartmental Examination.

WEST BENGAL COUNCIL OF
HIGHER SECONDARY EDUCATION

Circular No. HSC/11 Dated Calcutta, the 8th February, 1977.

I am directed to inform you that the following decisions have been taken by the Council as indicated below :

I. Transfer of students from over-enrolled or under-enrolled Institutions or other Institutions having vacancies.

In partial modification of item II of the Council's Circular No. HSC/8/76 dated 24.12.76, the last date of admission of students from over-enrolled or under-enrolled institutions to other institutions having vacancies the permissible ceiling has been extended upto 28.2.1977.

Other cases of Transfer may be referred to the Council for disposal.

All transfer cases to and from the Institution should be reported to the Council with a copy to the Director of Secondary Education, West Bengal.

II. Registration of Students

In respect of Item III of the Council's Circular No. HSC/8/76 dated the 24.12.76, the last date for submission of registration forms with fees has been extended upto 31st March, 1977.

WEST BENGAL COUNCIL OF
HIGHER SECONDARY EDUCATION

No. 272(900)/AMP Dated Calcutta, 9.2.1977.

From : The Secretary,
West Bengal Council of Higher Secondary Education

To : All Heads of recognised Higher Secondary Institutions

Sir/Madam,

I have great pleasure in informing you that the Council is going to publish very soon a Monthly Journal/ Bulletin subject to the approval of the Government. The title of the Journal/ Bulletin is likely to be "Samsad Samachar". Besides serving the useful purpose of disseminating information relating to the activity and programmes of the Council in regard to Higher Secondary Education, the Journal/ Bulletin will also contain academic articles, comments and evaluation, suggestions or instructions etc. on the schemes and courses of study by eminent educationists. Circulars issued by the Council from time to time will also find their place in a section of the Journal/ Bulletin.

The price of the Journal/ Bulletin has provisionally been fixed as follows :

Re. 1/-(Rupee one) per copy,

Rs. 12/-(Rupees Twelve) inclusive of postage for 12 copies in a year.

Annual subscription of Rs. 12/- may be remitted to the Council by a Cross Postal Order or "A/c Payee" Cheque payable to "West Bengal Council of Higher Secondary Education" together with the enclosed proforma duly filled in and signed.

Please feel free to write to us in the matter.

Thanking you,

Yours faithfully
S.K. Dutta
Secretary

Encl : As stated.

WEST BENGAL COUNCIL OF
HIGHER SECONDARY EDUCATION

Circular No. HSC/12/77 Dated Calcutta, the 31st March, 1977.

1. Registration of students :

The Council has been pleased to extend the last date for submission of Registration Forms with Fees till the 30th April, 1977. This is modification of the Council's previous Circular No. HSC/8/76 and dated 24.12.76 and HSC/11 dated 8.2.77.

2. Holding of Annual Examination :

The Councilo has decided that all recognised Higher Secondary Institutions should carry on their Class XI upto 31st May, 1977 and also hold Annual Examination for Class XI. The records of the results of the students at the said Annual Examination should be maintained carefully for inspection by or on behalf of the Council. The next academic session (i.e. for Class XI) must commence from the 1st July, 1977.

WEST BENGAL COUNCIL OF
HIGHER SECONDARY EDUCATION

Circular No. HSC/13/77 Dated Calcutta, the 5th April, 1977.

I. Holding of Classes in the Morning for Summer

Representations have been received from some of the Institutions for permitting them to hold classes in the morning due to the excessive heat during summer months in their areas. The matter was placed before the Council and the Council has been pleased to decide that the Institutions can arrange for holding classes during summer months in the morning, if necessary, upto the summer vacation of their respective Institutions with intimation to the council provided instructions in the institution are not affected by the such change of time.

II. Registration of Migrant Students

It is hereby clarified that the word "Migration" is applicable to those students who have been earlier admitted as Higher Secondary students in an Institution wherever it may situate, which is governed by an authority other than West Bengal Council of Higher Secondary Education and such students later admitted on the basis of Transfer Certificate to an Institution under the control and authority of this Council.

Such students have to pay a Migration Fee to the Council as may be fixed by the Council from time to time.

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

No. 341 (1000)/Secy. Dated, Calcutta, the 6th April, 1977.

I have to bring to your notice the recommendation of the National Integration Council. The Ministry of Education & Social Welfare, Government of India, New Delhi have desired that teachers of all recognised Higher Secondary Institutions should be requested to refrain themselves from indulging in anti-secular or anti-communal activities.

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

No. HSC/14/77 Dated 22nd April, '77.

I am directed to inform you that in modification of Item III of Council's Circular No. HSC/5/76 dated 24th September, 1976, regarding change of name of the recognised Institutions, if any, the following decision has been taken by the Council.

The Ad-hoc Managing Committee of the Secondary Unit (S) of a Higher Secondary Institution may be permitted to submit proposals as to change of names supported by resolution of the Ad-hoc Managing Committee.

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

No. HSC/36/77 Dated Calcutta, the 7th June, 1977.

From : The Secretary,
West Bengal Council of Higher Secondary Education

To : All Heads of Higher Secondary Institutions

Ref : This Office Circular No. HSC/GS/3/76 dated the 3rd July, 1976.

Subject : *Counselling to pupils in the matter of selection of subjects of General Stream Courses.*

Sir,

In inviting a reference to the Annexure of the above Circular, I am directed to state that admission requirements for the Degree Course in Medicine and Veterinary Courses (as noted under Sl. No. 2 of the said Annexure) are as follows :

1. Chemistry
2. Biological Sciences
3. Physics and Mathematics

I would, therefore, request you to read 'and' instead of 'or' after the word 'Physics' in line 3 under column "Relevant subject or subject-combinations" against Sl. No. 2 of the said Annexure.

Students are to be informed accordingly.

Yours faithfully,
D. Mahanta
Secretary.

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

Circular No. HSC/20/77 Dated Calcutta, the 29th July, 1977.

From : The Secretary,
West Bengal Council of Higher Secondary Education.

To : All Heads of Higher Secondary Institutions.

Sir/Madam,

I am directed to inform you that the Council has taken the following decisions :

I. Date For Admission of Students in Class XI

The Council has been pleased to extend the last date for admission of students in Class XI this year upto 31st August, 1977.

II. Admission of Students From Other States

Students from other states of India seeking admission into Higher Secondary Courses this year in West Bengal may be allowed admission by an Institution recognised by the Council after being satisfied about the following aspect of the cases for admission :

(a) The number of language paper and other papers of the examinations passed by the students should more or less tally with the number of languages and elective subjects as per curriculum of the Madhyamik Examination of the West Bengal Board of Secondary Education.

(b) Original mark-sheet must be produced by the students.

(c) Certification as to the clearance of the qualifying examination conducted by a Board of Secondary Education in a State or a University should be there.

III. Admission of students to Science-Based Subjects

The Council desires that the students seeking admission in Science-based subjects should have good marks in the Science Group of Subjects of the Madhyamik Examination. It will not be desirable to admit students in Science Subjects

who secured below *45% marks in Science Subjects in Madhyamik Pariksha of West Bengal Board of Secondary or in equivalent examination.

Yours faithfully,
K. Ganguly
for Secretary.

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

Circular No. HSC/21/77 Dated Calcutta, the 29th July, 1977.

From : The Secretary,
West Bengal Council of Higher Secondary Education

To : All Principals of Colleges (Higher Secondary Unit)

Sir/Madam,

I am directed to inform you that the Council has taken the following decision :

1. Maximum Number Limit of Admission in Case of Colleges only.

The Council has decided to enhance the upper limit of enrolment in case of Colleges from 225 to 300 this year but the total enrolment in a section must not exceed 100 provided there is accommodation. Admission in Science Subjects should be made subject to the capacity of the Laboratory for each subject.

Yours faithfully,
K. Ganguly
Secretary.

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

Circular No. HSC/22/77 Dated Calcutta, the 12th August, 1977.

From : The Secretary,
West Bengal Council of Higher Secondary Education

Sir/Madam,

I am directed to inform you that the following decision has been taken by the Council :

(a) Counselling to pupils in the matter of selection of subjects for the General Stream Courses

This Office Circular No. HSC/16/77, dated the 7th June, 1977 is hereby withdrawn.

(b) Transfer of students from one Institution to another (both in Classes XI & XII) having regular vacancies.

Students seeking transfer from one Institution to another on genuine grounds may be issued transfer Certificate from one Institution and admitted to another Institution on the basis of transfer certificate,till the 30th September, 1977.

In respect of Government Servants on transfer this time limit will not be made applicable.

Yours faithfully,
K. Ganguly (for Secretary).

WEST BENGAL COUNCIL OF
HIGHER SECONDARY EDUCATION

Circular No. HSC/23/77 Dated Calcutta, the 26th August, 1977.

(i) The last date of admission to Class XI has been extended from 31st August, 1977 to the 7th September, 1977.

(ii) **Registration Fee** :—Every student for enrolment to Higher Secondary Courses, will be required to pay a sum of Rs. 5/- (Rupees Five) only for registration of his/her name with the Council. Each Institution should realise such Fee at the time of admission or within two months from the date of closing of the admission and remit the total amount so realised to the Office of the Council by the end of December 1977 **through Bank Draft**, payable to "West Bengal Council of Higher Secondary Education" alongwith prescribed forms duly filled in by each student.

(iii) Permission to take up Alternative English in the Language Group will be accorded in respect of the following cases :

(a) Students whose mother-tongue is English ;

(b) Sons and daughters of Non-Indian parents who have not offered any of the Indian Languages incorporated in the Constitution of India as the first language at immediately lower examination, the passing of which makes them eligible for admission into Class XI ;

(c) Students who had not offered any of the Indian Languages in the Constitution of India as the first language at immediately lower examination the passing of which makes them eligible for admission into Class XI.

WEST BENGAL COUNCIL OF
HIGHER SECONDARY ECUCATION

Circular No. HSC/24/77 Dated Calcutta, the 26th August, 1977.

It is notified for the information of all concerned that the Council has made the following decisions :

Evening Colleges enjoying recognition to offer Commerce-based subjects may introduce Laboratory and Non-Laboratory based subjects provided such subjects are taught at present in the College.

K. Ganguly
for Secretary

WEST BENGAL COUNCIL OF
HIGHER SECONDARY EDUCATION

Circular No. HSC/25/77 Dated Calcutta, the 26th August, 1977.

The last date for depositing Registration Forms with late fee in respect of students of 1976-78 has been extended upto the 30th September, 1977. The Council wants to impress upon the Heads of the Institutions that registration of students is a must for enabling the students to appear at the Final Examination. The time-limit, now extended, will not be relaxed.

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

Circular No. HSC/26/77 Dated the 8th September, 1977.

I. Alternative English

In continuation of item (iii) of this Office Circular No. HSC/23/77 dated the 26th August, 1977 regarding offering of Alternative English in the Language Group, the following clarification is given :

Syllabus for Alternative English will be applicable to the Higher Secondary Examination to be held from 1979 onwards.

However, if any institution can make special arrangements to instruct the course for the students who will appear in 1978 Higher Secondary Examination, they may offer the Course with due intimation to the Council.

II. Syllabus on Biological Science—Dissection of Guineapigs

The Council has decided to allow the use of Toads for practical classes in Biological Sciences.

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

Circular No. HSC/27 (1100)/77 Dated, the 28th September, 1977.

From : The Secretary,
West Bengal Council of Higher Secondary Education

To : All Heads of Recognised Institutions.

I. Alternative English...Eligibility

It is hereby notified that in supersession of items (iii) of the Council's Circular No. HSC/23/77 dated the 26th August, 1977 and item I of Circular No. HSC/26/77 dated the 8th September, 1977, the Council has decided that permission to offer Alternative English in the Language Group will be accorded only in respect of the following category of students :

Students who had not offered any of the Modern Indian Language as set for in the English Schedule of the Constitution of India as one of the languages at the immediately lower examination the passing of which makes them eligible for admission into Class XI. The languages aforesaid are enumerated below :

1. Assamese, 2. Bengali, 3. Gujrati, 4. Hindi, 5. Kanadi, 6. Kashmiri, 7. Malayalam, 8. Marathi, 9. Oriya, 10. Punjabi, 11. Sindri, 12. Tamil, 13. Telegu and 14.Urdu.

II. Prior Permission of the Council necessary

In each case where Alternative English will be offered by a student, permission of the Council should be obtained beforehand, The applications of such students should be forwarded by the Heads of Institutions.

K. Ganguly
Secretary

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

Circular No. HSC/28 (1000)/77 Dated 29th September, 1977.

From : The Secretary,
West Bengal Council of Higher Secondary Education

To : All Heads of Recognised Higher Secondary Institutions

I. Minimum Number of Enrolment for the Institution as a whole and for a Subject.

The Council has relaxed the minimum number of enrolment for an Institution as a whole and also for a subject as follows :

	Originally	Limit after relaxation
Prescribed limit of admission		
General Stream	50	30
Vocational Stream	30	15
Prescribed limit for a subject		Limit after relaxation
General Stream	10	5

II. Transfer of Students from under-enrolment Institutions to other Institutions.

The Institutions which have failed to register minimum number of students as prescribed in I above are directed to issue Transfer Certificates to the students already admitted by them, free of charge and also to refund them fully all deposits. Heads of neighbouring recognised Higher Secondary Institutions having vacant seats are requested to accommodate and admit such students on transfer by the 15th October, 1977.

K. Ganguly
for Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION

No. S/591 October 1, 1977.

To

The Secretaries of recognised Secondary Schools
(With Higher Secondary Courses)

Sir,

I am directed to say that it has been decided by the Government of West Bengal that Classes XI and XII of the Higher Secondary Stage, whether located in a School or College should form an integral part of the parent Institution and that the Managing Committee of the original School constituted with the approval of the Board should manage the new Higher Secondary stage under the direction of the Board.

In pursuance of above decision communicated to the Board by the Education

Commissioner, Govt. of West Bengal, in its letter No. 1185-Edn. (S)dt. 20.9.77, I am directed to request you kindly to take over the management of the Higher Secondary Unit (Class XI & XII) of your school immediately under intimation to the Board.

Instructions relating to staff pattern and allied matters will be issued in due course. No new appointment should be made until further instruction.

This circular is issued with the concurrence of the Director of Secondary Education, West Bengal, and President, West Bengal Council of Higher Secondary Education.

Yours faithfully,
A.C. Biswas
Secretary

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

Circular No. HSC/29(1231)/77 Dated the 10th October, 1977.

Admission of old School Final Passed and Pre-University or University Entrance Plucked Students

Students who passed the Old School Final Examination of the West Bengal Board of Secondary Education and those students who got plucked in Pre-University or University Entrance Examinations of a University in the State of West Bengal have been made eligible for admission to Class XI in the new Higher Secondary Course.

The last date of admission to Class XI for the said classes of students is extended upto 30th November, 1977.

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

Circular No. HSC/30(1231)/77 Dated the 13th October, 1977.

From : The Secretary,
West Bengal Council of Higher Secondary Education

To : The Heads of all Recognised Institutions

Sub : Management of Higher Secondary Institutions.

In supersession of the Council's Circular No. HSC/Mg. Com/1/76 dated 10th August, 1976, it is hereby informed that according to the recent policy decision of the State Government, the Higher Secondary Unit of a School or a College will be treated as an integral part of the parent Institution. Hence, the Managing Committee of the School or the Governing Body of the College will henceforth manage their respective Secondary Units and Ad-hoc Managing Committee, constituted previously for purposes of Higher Secondary Institutions, will now stand dissolved.

Ad-hoc Managing Committees are, therefore, advised to transfer charge to the parent Managing Committee in case of a School and to the Governing Body in the case of a College immediately under intimationg to this Council.

The new Institutions for Higher Secondary Courses only are advised to ap-

proach the West Bengal Board of Secondary Education for the purpose of obtaining the pattern of Managing Committee to be constituted by them. Ad-hoc Committee functioning at present will continue to function until such Managing Committee is constituted.

K. Ganguly
for Secretary

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

Circular No. HSC/31/77 Calcutta, the 6th December, 1977.

Successful candidates in the Madhyamik Compartmental Examination, 1977 of the West Bengal Board of Secondary Education will be allowed admission in Class XI from the date of publication of the results of the Compartmental Examination till the 31st December, 1977.

Institutions desiring to admit such students should bear in mind that they are permitted to admit within the quota fixed by the Council.

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

Circular No. HSC/35/78 Dated Calcutta, 16.1.78.

Sub : Admission of students who have passed the Madrasah School Final Examination (Compartmental) in 1978.

I am directed to inform you that since the results of the Madrasah School Final (Compartmental) Examination were announced on 31st December, 1977, the candidates who have passed the same examination may be admitted to Class XI under the Council of Higher Secondary Education upto 31st January, 1978. The last date for submission of Registration Form for these candidates with the necessary fees is also extended upto 15th February, 1978.

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

Circular No. HSC/38/78 Dated Calcutta, 21.2.78

From : The Secretary,
West Bengal Council of Higher Secondary Education

To : All Heads of Higher Secondary Institutions

In pursuance of the decision of the Council all blind candidates for the Higher Secondary Examination will be exampted from the payment of any fees for the Higher Secondary Examination. The Council will also bear the charges of amanuensis to blind candidates at the rate of Rs.3/- per paper. The amanuensis selected must be not more than Higher Secondary passed and also a Non-teacher. The Officer-in-Charge of the Examination Centre is directed to send the answer scripts of such candidates in a separate sealed cover marked "**BLIND**".

G.Dass (Secretary)

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

Circular No.HSC/44/78 Dated the 7th April, 1978.

Heads of recognised H.S. Institution are requested to complete the Annual Examination from Classes XI to XII positively by 7th May, 1978. As the results of Annual Examination have bearing on the final results of the candidates, all records relating to Annual Examination must be carefully preserved to enable the Council to inspect them if necessary.

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

Circular No. HSC/47/78 Dated Calcutta 2.6.78.

From : Prof. G. Dass, Secretary
West Bengal Council of Higher Secondary Education

To : All Heads of recognised H.S. Institutions

It is notified that students who have passed the old Higher Secondary, Pre-University, U.E. or the Central Board or other equivalent examinations are eligible for admission into Class-XII of the Plus two Courses under the West Bengal Council of Higher Secondary Education.

G.Das
Secretary

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

Circular No. HSC/48/78 Dated Calcutta the 12th July, 1978.

From : Prof. G. Dass, Secretary
West Bengal Council of Higher Secondary Education

To : All Heads of recognised H.S. Institutions

It is notified that students from other States seeking admission into the Higher Secondary Courses under the Council may be admitted into recognised Higher Secondary Institutions subject to the filfilment of the following conditions :

(1) The institution must satisfy itself that the language papers and other subjects of the examination passed by the students should more or less tally with the language papers and elective subjects as per curriculum of Madhyamik Examination of the West Bengal Board of Secondary Education in accordance with the Council's earlier Circular No. HSC/20/77 the 29th July, 1977.

(2) The Institution must be also see that the duration of the course of the school leaving examination of these candidates is the same as that of Madhyamik Pariksha under West Bengal Secondary Board or the old Higher Secondary, Pre-University, University, Entrance or equivalent examinations as the case may be. This should be read with Council's Circular No. HSC/47/48 dated 2nd June, 1978.

(3) Students admitted into Class-XII (twelve) in accordance with the

Council's Circular No. HSC/47/78 dated 2.6.78 must produce their marks from the competent authority in the last examination so that their internal assessment records are properly maintained. These students must apply for registration with the Council 3 within months of admission.

G.Dass
Secretary

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

Circular No. HSC/49/78 Dated Calcutta the 19th July, 1978.

Sub : Introduction of Bridge Course for Vocational Students.

It is hereby notified that all recognised Higher Secondary Institutions imparting General Stream Courses may open Bridge Course for students who have passed Higher Secondary Examination of the Council in Vocational Stream.

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

Circular No. HSC/50/77 Date 26th July,1978.

From : The Secretary
West Bengal Council of Higher Secondary Education

To : All Heads of recognised Institutions under the Higher Secondary Council

It is notified that students who have passed the School Leaving examinations under the Board or Council or any other authority from the following states are eligible for admission into Class XI (eleven) of the Higher Secondary course under the Council.

G.Dass
Secretary

Name of States

1. Andhra Pradesh, 2. Bihar, 3. Jammu & Kashmir, 4. Kerala, 5. Manipur, 6. Nagaland, 7. Sikkim, 8. Tripura, 9. Andaman & Nicobar Islands, 10. Dadra & Nagar Haveli, 11. Goa, Daman & Diu, 12. Mizoram, 13. Assam, 14. Gujarat, 15. Karnataka, 16. Maharashtra, 17. Meghalaya, 18. Orissa 19. Tamil Nadu, 20. Uttar Pradesh, 21. Arunachal Pradesh, 22. Chandigarh, 23. Delhi, 24. Lakshadweep. 25. Pondicherry. 26. Haryana, 27. Himachal Pradesh, 29. Madhya Pradesh, 30. Rajasthan.

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

Circular No. HSC/60/73 Dated 26th October, 1978.

From : Prof. G. Dass (Secretary)
West Bengal Council of Higher Secondary Education

To : All Heads of recognised Higher Secondary Institutions

Sub : Change of Subjects offered by a student undergoing the Higher Secondary Courses

It is hereby notified that change of subjects offered by a student may be allowed in Class-XI within four months from the date of admission, or by 31st December

of any academic year, whichever is earlier. No change of subjects is permissible after that date.

G.Dass
Secretary

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

Circular No. HSC/61/78 Date 27th October, 1978.

It is hereby notified that students who have not passed any public examination conducted by the West Bengal Board of Secondary Education or by any other authority recognised by the Council are not eligible for admission to the Plus two Course.

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

No.HSC(1100)/Secy. Dated Calcutta, the 3rd November, 1978

From : Prof. G. Dass, Secretary,
West Bengal Council of Higher Secondary Education.

To : The Principle /Headmaster/ Headmistress,

Sub : Registration of students, migrating from outside West Bengal

Sir/Madam,

It is hereby notified that the students who seek admission into + 2 Course of any Institution under this Council, after passing qualifying examination for admission to above Course from any Board/ Council outside West Bengal will have to submit Migration Certificate from the respective authority.

Such students will also have to pay Rs.10/- as Migration Fee alongwith Registration Fee of Rs.5/- and late fee of Rs.1/- incase of late submission of registration fee i.e. after 4 months from the date of admisstion.

Yours faithfully,
G.Dass, *Secretary*

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

Circular No. HSC/69/78 Dated 22nd November, 1978.

From : Prof. G. Dass (Secretary),
West Bengal Council of Higher Secondary Education.

To : The Heads of all recognised Higher Secondary Institutions,

Sir/Madam,

You are requested kindly to observe the following procedure regarding transfer of students in Class-XI under the Plus Two Course from one Institution to another Institution :

1. If a student has been admitted to a Higher Secondary Institution, he/she shall not, except as otherwise provided, be subsequently admitted to any other Higher Secondary Institution without the production of a Transfer Certificate from the Head of the Institution in which he/she has last been reading.

2. A student admitted to a Higher Secondary Institution shall not ordinarily be allowed to take a transfer to any other Institution, except in Class-XI.
3. Application for transfer must be made in writing to the Head of the Institution either by the student or his/her guardian. If the application is made by the student it must also bear the signature of the guardian.
4. Application for transfer should be made within five months from the date of admission or by 28th February of any academic year, whichever is earlier.
5. If application for transfer is made at any time other than during the period mentioned above on the ground of (a) transfer of the parent or guardian of the student from the station at which the Institution is situated, or (b) desirability of a change of climate or station on the ground of health supported by proper medical evidence or (c) any other good or sufficient reason, the Head of the Institution may grant the application.
6. When a student has been granted transfer certificate his/her attendance at lectures shall be reckoned upto and including the date brone on the certificate.
7. A student shall be liable to pay a transfer fee, which shall not exceed the ordinary monthly tuition fee.

G.Dass,
Secretary,

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

Dated 30.11.1978

Circular No.HSC/71/7

From : Prof. Dass, (Secretary)
West Bengal Council of Higher Secondary Education

To : All Heads of recognised Higher Secondary Institutions

In modification of the Council's Circular No. HSC/65/78 dated 3.11.78 it is hereby notified that the Council of Higher Secondary Education is pleased to declare the teachers, who were eligible to teach and were actually engaged in teaching the old Higher Secondary Courses (11-year) of the West Bengal Board of Secondary Education as on 31.12.75, eligible to teach the two year Higher Secondary Courses (Class XI & XII) of the West Bengal Council of Higher Secondary Education.

G.Dass
Secretary

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

No.HSC/Ex/79/2

Date 14.12.78.

Sub : Symbols of Subjects prescribed in the Curriculum for the Higher Secondary Examination conducted by the Council.

Your urgent attention is drawn to the fact that the symbols of a few subjects used by the Council for the Higher Secondary Examination, 1978 created some confusion is certain circles and as a result, complications arose in conducting the

said examination and also in processing the results of candidates. A modification in this regard has since been made and a list showing the revised symbols of subjects to be used in the subsequent Annual Examination of the Council is enclosed.

You are requested to keep this list showing "Symbols of Subjects" as a permanent record until further orders and use these symbols in all future correspondence as and when instructed by the Council to do so.

WEST BENGAL COUNCIL OF
HIGHER SECONDARY EDUCATION
SYMBOLS OF SUBJECTS

In modification of the symbols of subjects used in the last Annual Examination, it has since been decided to follow the symbols of subjects as laid down below for the Higher Secondary Examination, 1979 and onwards to avoid complications in future :

For All courses : (General Stream/ Vocational stream and Bridge Courses)

Languages :		**Elective Subjects :**	
Bengali	B	Physics	Ph
Nepali	N	Chemistry	Ch
Hindi	Hin	Biological Sciences	Bio
Urdu	U	Mathematics	M
English	E	Business Economics including Business Mathematics	Bem
		Business Organisation	B.O.
		Economic Geography	Eg
		Accountancy	Ac

FOR GENERAL STREAM COURSES ONLY

Languages :		**Elective Subjects :**	
Assamese	As	Statistics	St
Oriya	Or	Economics	Ec
Tamil	Tam	Political Science	Pol Sc
Telegu	Tel	History	H
Malayalam	Mal	Public Administratoin	PA
Marathi	Mar	Anthropology	Anth
Gujrathi	Guj	Sociology	Soc
Punjabi	Pun	Philosophy	Phil
Modern Tibetan	Tb	Education	Edn
Alternative English	Alt E	Botany	Bot
Sanskrit	S	Zoology	Zoo
Pali	Pa	Physiology	Phy
Persian	P	Geography	G
Arabic	Ar	Geology	Geo

French	Fr	Psychology	Psy
Germany	Ger	Home Management & Nursing	Hm
Russian	Rus	Nutrition	Nu
Chinese	Chi	Fine Arts &Crafts	Fa
		Music ..	Mus
		Agronomy	Agro

In the General Stream Courses, subjects offered at Advanced Level should be denoted by affixing A within bracket against the Subject Symbols concerned. For example, Mathematics, Physics, Accountancy, Bengali etc. should be denoted as M (A), Ph (A) Ac (A), B(A) etc. respectively.

FOR VOCATIONAL STREAM COURSES ONLY
Elective Subjects (Vocational Area)

Agriculture	Ag
Crop Cult	Ag. (C.C.)
Horticulture & Pres. Fruits & Vegetables	Ag.(H.P.)
Poultry & Dairy	Ag.(P.D.)
Pisciculture	Ag.(Pis)
Industry	Ind.
Textile (spinning....& Processing)	Ind. (T)
Technical Courses	Tech.
Mech. Serv. & Maint	Tech.(M.S.)
Farm Equip.	Tech.(F.E.)
Fab.Practice	Tech.(F.P.)
Elec.Servicing	Tech.(E.S)
Radio & Elec.Serv.	Tech. (R.E.S.)
Civil Eng. Maintenance	Tech.(C.E.M.)
Water Supply & Sanitary Services	Tech.(W.S.)
Auto. Serv. & Maint	Tech.(Auto)
Trade & Commerce (T & C)	
Office Procedure	T & C(O.P)
Stenography	T & C (Steno)
Co-operative Orgn	T & C(C.O.)
Banking	T & C (Bank)
Insurance	T & C (Ins.)
Import Export Procedure	T & C (I.E.P.)
Stores Purchase	T & C(S.P.)
Salesmanship & Advertising & Display	T&C(S.A.D.)
Cost Accounting	T&C(C.A.)
Taxation Laws	T&C(T.L.)
Accountancy	T&C(AC)

Para Medical	**P.Med.**
Pharmacy	P.Med(Pharm.)
Multipurpose Health Education Course	P.Med(M.H.C.)
Medical Lab.Tech	P.Med(M.L.T.)

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

Circular No. HSC/81/79 Date 14.3.79.

From : Prof.G. Dass, Secretary
West Bengal Council of Higher Secondary Education.

To : All Heads of recognised H.S. Institutions

Sub : Amendment of Examinations Regulations, 1977

Sir/Madam,

I am directed to bring to your notice the following amendment to the West Bengal Council of Higher Secondary Education (Examinations) Regulations, 1977 for your guidance and for circulation among the students concerned of your institution. As the matter is important and urgent, the candidates sent up by you for Higher Secondary Examination, 1979 should be intimated about the amendment forthwith :

AMENDMENT

In the said regulations, in regulation 10, for the provision to clause (a), substitute the following provision :

> "Provided that in any laboratory-based subject in General Stream Courses or Vocational Stream Courses, a candidate must obtain 30 per cent marks in each theoretical paper and 35 per cent marks in each practical paper on such subject."

In clarification of the amendment, I have to state that a candidate who will offer laboratory-based subjects in the Higher Secondary Examination of the Council will be required to pass separately in theoretical papers and practical papers. In a theoretical paper the pass mark is 30 per cent and in a practical paper the pass mark is 35 per cent.

Yours faithfully
G.Dass, *Secretary*

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

Circular No. HSC/73/79 Dated 30th March, 1979.

From : Prof. G. Dass, (Secretary)
West Bengal Council of Higher Secondary Education

To : All Heads of recognised Higher Secondary Institutions

It is hereby notified that the Council has been pleased to stipulated the conditions of eligibility for appointment of teachers for General Stream Courses, as mentioned hereunder :

(i) Minimum qualifications— Second Class Post-Graduate Degree in the subject, or allied subject

or

Second Class Honours Degree in the subject, or allied subject.

In case of appointment of personal with Post-graduate or Hons. degree in allied subject, prior approval of the Council will, however, be necessary.

(ii) Desirable qualifications : Teaching experience in recognised Institutions.

Provided that the teachers who were actually engaged in teaching the old Higher Secondary Course (11-year) of the West Bengal Board of Secondary Education as on 31.12.75 will be deemed to possess eligible qualification for teaching the General Stream subject in the Plus Two Courses.

G. Dass
Secretary

EXAMINATION REGULATIONS
NOTIFICATION

The following regulations made by the West Bengal Council of Higher Secondary Education under sub-section (3) read with clauses (g), (h), (i), (j) and(k) of sub-section (2) of section 21 of the West Bengal Council of Higher Secondary Education Act, 1975 (West Bengal Act VIII of 1975), which the Governor has been pleased to approve under Sub-section (4) of section 21 of the said Act, are hereby published as required by sub-section (5) of that section, namely—

REGULATIONS

1. Short Title and Commencement :

(1) These regulations may be called the West Bengal Council of Higher Secondary (Examinations) Regulation, 1977.

(2) The y shall come into force from the date of their publications in the Official Gazette.

2. Definitions :

1. In these regulations, unless there is anything repugnant in the subject or context :

(a) "the Act" means the West Bengal Council of Higher Secondary Education Act, 1975 (West Bengal Act VIII of 1975) ;

(b) "admit card" means a document issued by the Council allowing one to sit for examination ;

(c) "candidate" means one to whom permission to sit for an examination has been accorded by the Council on his or her fulfilment of conditions as may be specified by the Council for the examination ;

(d) "centre" means such place or places where an examination is to be held as determined by the Council ;

(e) "certificate" means such written document including Diploma awarded by

the Council to a successful candidates in the examination specifying the performance in the examination of the candidates ;

(f) "Council" means the West Bengal Council of Higher Secondary Education established under section 3 of the Act ;

(g) "credit sheet" means the document in the form determined by the Council where the performance of a candidate in an examination is recorded.

(h) "examination" means such annual or periodical or specific examination or examinations as may be instituted by the Council ;

(i) "examination personnel" means person or persons as may be appointed by the Council in any capacity pertaining to the work of an examination and include paper-setters, moderators, invigilators, examiners, tabulators supervisors ;

(j) "fees" means such amount of money as provided for in regulation 21 ;

(k) "Grade Point" means the relative values assigned to the quality of performance of candidates in an examination ;

(l) "Mark-sheet" has the same meaning as "credit sheet" in clause (g) above ;

(m) "offence" means malpractice by a candidate in an examination which includes copying from any book, or document, possessing incriminating materials, copy from any other candidate's answer- scripts, asking the help of another candidate invigilator or any person in the examination hall orally or in writing, commiting misbehaviour in the examination hall ; causing disturbance to other candidates and showing such manners as might be considered offending the decency and decorum of an examination hall ;

(n) "remuneration" means such amount of money as may be payable to an examination personnel for services rendered by him or her individually or jointly with others at the rates provided in regulation 26 ;

(o) "registration number" means the number allotted to a candidate of Higher Secondary Examination as per registration maintained by the Council ;

(p) "roll number" means such examination centre and number as may be allotted to the Council in respect of an examination instituted by the Council ;

(q) "schedule" means a schedule appended to these regulations ;

(r) "Test Examination" means such examination or Examinations as are held by an institution at the end of instruction of Class XII for satisfying the eligibility of a student to sit for the public examination as may be instituted by the Council ;

2. Words and expressions used in these regulations but not defined shall have the same meaning as in the Act.

3. The Higher Secondary Examination in the courses pertaining to the General Stream and the Vocational Stream shall be held annually in Calcutta and such other places as may be appointed by the Council on such date or dates as the Council shall determine from time to time and duly notify. The annual examination of the Council shall be held each year at the end of instruction of Class XII.

4. The Institutions shall take class annual examination at the end of Class XI and a Test Examination at the end of Class XII within such time as may be determined and notified by the Council.

The Annual Examination of the Council shall be held each year at the end of instruction of Class XII.

5. Every candidate shall appear at the Annual Examination and shall offer in the said examination, subjects and courses stipulated for general Stream or Vocational Stream in the pattern indicated below :

A. General Stream Courses
(Appendix A)

		Full Marks
I.	**Compulsory subjects**	
(A)	Languages	
(i)	Any one of the languages as in Group A of the Schedule I appended consisting of two papers, each paper carrying 100 marks.	200 marks.
(ii)	English, or if English has been offered as one of the languages under (i) above, Bengali or Hindi, or Alternative English consisting of two papers each paper carrying 100 marks. Provided that Alternative English shall be allowed only to a student who has not offered any of the Languages, other than English, as specified under Group 'A' of Schedule I in his/her immediately lower examination, the passing of which makes him/her eligible for admission in Higher Secondary Courses of the Council.	200 marks.
(B)	Compulsory Elective Subjects	
	Any three subjects out of the subjects stipulated and classified in Schedule II. Each subject consisting of two papers each carrying 100 marks	600 marks
		1,000 marks
II.	**Optional Elective Subjects**	
	Any one subject out of the subjects stipulated in Schedule III appended, at ordinary level at the option of the candidate, consisting of two papers, each paper carrying 100 marks.	200 marks
	Or	
	Any one or two subjects at Advanced Level out of the subjects as stipulated in Schedule III, each paper carrying 100 marks.	100 marks or 200 marks

III. Specified Activity as Co-curricular Programme

One of the activities as a Compulsory Co-curricular Programme out of the activities specified in Appendix C, Attendance and participation of the candidate in the programme has to be certified by the Head of the Institution.

B. Vocational Stream Courses
(Appendix B)

I. **Languages :**

(i) One of the languages referred to in Group A in Schedule I (Vocational Stream Courses) — 100 marks

(ii) One language referred to in Group B in Schedule I (Vocational Stream Courses)... — 100 marks

II. Elective Subjects :

Three elective subjects of 100 marks each, out of the subjects stipulated in Schedule II (Vocational Stream Courses 3 x 100 marks... — 300 marks

III. **Vocational Elective Subjects**

Any one or two of the areas of study specified under different Vocational subjects stipulated in Schedule III (Vocational Stream Courses).

	For One-area *Study*	For Two-area *Study against specified vocation*
(i) Theory Papers	200	300 marks
(ii) Practical Courses and Operations	300	200 marks
	Total 500	500 marks
	Total marks = 1000 marks.	

IV. **Specified Activity as Co-Curricular Programme.**

One of the activities as a Compulsory co-curricular programme out of the activities in Appendix C. Attendance and participation of the Candidate in the programme has to be certified by the Head of the Institution.

6. Any pupil registered by the Council may be admitted to the Annual Examination provide he or she has prosecuted a regular course of study for not less than two academic years in an Institution recognised by the Council in the subject or he or she takes up after passing the Madhyamik Pariksha (Secondary Examination) conducted by the West Bengal Board of Secondary Education or an equivalent examination recognised as such by the Council provided that such candidate shall be sent up by the Institution after being satisfied with his or her performance in the Test Examination

and such candidate is duly certified by the Head of the Institution that he or she has also attended and participated satisfactorily in a co-curricular programme specified by the Council as shown in appendix C, Schedule IV appended. The Council may also specify such other requisites of admission of a candidate in the Annual Examination as it may determine from time to time certaining to conduct, study and performance of a candidate in the institution.

Provided that the Council may condone or make exemption from any of the conditions prescribed above in respect of a candidate in special circumstances.

7. Every candidate shall send in to the Council his application with such certificate(s) in the form required by the Council and within the date stipulated by the Council together with the fees for the examination specified in regulation 21.

8. The structure of examination system shall stand as specified herein below for General Stream Courses and Vocational Stream Courses respectively, until such time as any change thereto has been specified by the Council :

A. General Stream Courses (Appendix A)

1.	**Public Examination**	*Each paper 90 % marks.*
	(i) In case of Languages and non-laboratory based subjects as specified in Appendix A Schedule I. Schedule II (b) and Schedule III (b)—	
	(a) Written Examination to be assessed by external examiners	90% marks
	(ii) In case of Laboratory-based subjects and subjects having practicals as specified in Appendix A, Schedule II (a) and Schedule III (a)—	
	(a) Written Examination to be assessed by external examiners	70 % marks
	(b) Practical Tests to be assessed by both external and internal examinars* jointly on the basis of allocation of marks between experiments performance, written and oral forms of assessment against such subject as may be determined by the Council.	20% marks
II.	Internal Assessment	
	On the basis of two performances (one to be assessed at the end of each session, that is, at the end of Class IX and also at the end of Class XII) at 10 marks each. 20 marks for each subject specified in Appendix A, Schedules I, II and III.	
		100 % marks

Provided that in case of Optional Elective subjects at Advance Level, the structure of Internal Assessment shall stand as follows :
On the basis of performance of a candidate shown in Test Examination at the end of Class XII at 10 marks for each subject = 10 % of marks.

B. Vocational Stream Courses (Appendix B)

Part I

In regard to the subject stipulated in Schedule I and Schedule II (Vocational Stream Courses), Appendix B.

1. **Public Examination** — 90 % marks

(a) Written examination to be assessed by external examiners.... ... ...10% marks

*(b) Practical Tests to be assessed by both external and internal examiners jointly on the basis of allocation of marks between experiment performance, written and oral forms of assessment against subjects as stipulated in Schedule II (Vocational Stream Courses) Appendix B as may be determined by the Council. — 20% marks

***II** Internal Assessment — 10 % marks

On the basis of two performances (one to be assessed at the end of each session i.e., at the end of class XI and at the end of class XII) at 5 marks each, 10 marks for each subject. — 100 % marks

Part II

In regard to Vocational Subjects and Courses as stipulated in schedule III (Vocational Stream Courses) (Appendix B).

1. In case of Theoretical Papers.

A. Public Examination — 90 % marks

(i) **Compulsory Theoretical Paper**—Paper I and Paper II of the Curriculum now combined as **Paper I (1st Half and 2nd Half)**

Written Examination to be assessed by external examiners.

Comment

*Practical Tests to be assessed by internal examiners only.

*Internal assessment has been discontinued by recent circular of the Council

—*Editor*

(ii) **Elective Theory Paper**— Paper III of the curriculum now termed as **Paper II.**

Written Examination to be assessed by external examiners.

B. Internal Assessment

On the basis of two performance of equal weightage on each of the theory papers as in (i) and (ii) above (one at the end of Class XI and the other at the end of Class XII) ... ... 10% marks

100% marks

II. In case of Practical Papers

(both one area study and two-area study) Assessment of Practical and Operational Training Courses jointly by external and internal examiners on the basis of allocation of marks shown below :

(a) Public Examination

To be assessed jointly by external and internal examiners :

Practical Operations ... ... 50% marks

Viva-Voce Test ... ... 20% marks

70% marks

In case of two-area study as specified in **Trade and Commerce** the marks are allocated equally between the two areas of study.

(b) Internal Assessment

On the basis of Practical Note Book or written record of study of Operational Part of Practical Courses ... . 30% marks

100% marks

In case of two-area study as specified in **Trade and Commerce** the marks are allocated equally between the two areas of study.

9. The Method of assessment shall be numerical, that is, in terms of marks (in percentage) to be awarded by examiners in each paper or subject, as the case may be.

Provided that the performance of a candidate shall also be determined on a seven-point scale as specified below, on the basis of range of marks (grade values and /or credit points) for each Grade as may be determined and announced by the Council for any of its examinations.

Provided further that the mark-sheet or credit sheet to be issued by the Council to a candidate shall bear marks obtained by him or her in each subject including optional elective subject as also the corresponding Grade, and /or credit point.

Grade

Os (Outstanding)
A (Very good)
B (Good)
C (Satisfactory)
D (Fair)
E (Poor)
F (Very Poor)

10. The Council shall issue certificate in the form as may be determined by the Council in respect of General Stream Courses and Vocational Stream Courses to a candidate when he or she completes the Higher Secondary Examination and obtains marks as specified herein below :

(a) In order to pass the Higher Secondary Examination a candidate must obtain a minimum of 30 per cent marks in each of the compulsory subject as specified in Regulations 5 herein above in respect of General Stream Courses or Vocational Stream Courses, as the case may be.

Provided that in Laboratory based Subjects in the General Stream Courses or in Vocational Stream Courses where a candidate has to offer practical papers, a candidate must obtain 35 per cent marks in each practical paper.

(b) The name of the* Specified activity in which a candidate participated during his or her regular course or study shall be mentioned in the marksheet or credit sheet.

(c) If a candidate obtains 80 per cent marks in a compulsory subject, he or she shall be awarded "Letter (L)" in that subject.

(d) If a candidate obtains 75 per cent marks in the aggregate in the compulsory subjects, he or she shall be declared to have passed with "Star (S)".

11. (a) In order to be placed in the first division, a candidate must obtain 600 marks and above in the compulsory subjects.

(b) In order to be placed in the second division a candidate must obtain 450 marks and above in the compulsory subjects.

(c) In order to be declared as "passed" a candidate must obtain 300 marks and above in the compulsory subjects.

12. (a) (i) If a candidate fails to pass in one compulsory subject by not more than 5 per cent marks but secures 55 per cent marks or above in the aggregate of the marks in the other four compulsory subects, he or she shall be given credit by transfer of marks from the highest marks scored by him or her in a compulsory subject to make up the deficiency in the subject in which he or she fails.

Provided, however, if a candidate does not intend, for reasons whatsoever, to pass the Examination under the condition prescribed above, he or she may inform the Council accordingly within thirty days of the issue of the mark sheet or credit sheet along with which the fact of transfer of marks under this clause shall also be

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Comment : *Specified Activities : Specified activities such as Physical Education or Work Education, N.C.C. etc. have been stressed. But very few institution are found to give stress. —Editor

communicated. In such circumstances, the candidate may avail of the benefits prescribed in clause (b) below.

(ii) If a candidate fails to obtain the minimum of 30 per cent marks in the any one compulsory elective subject and if he or she offers an optional elective subject at the ordinary level and secures in that subject 30 per cent marks or more he or she shall be given the benefit of the marks obtained in the said optional elective subject by the inter-change of the relevant compulsory elective subject and the said optional elective subject for passing the examination.

(b) If a candidate fails only in one compulsory subject, he or she may appear in that subject in the subsequent examination and the marks secured by him or her in the said examination will be taken into account for all purposes along with the marks obtained by him or her in the previous examination.

13. If a candidate intends to improve upon his or her performance in an Annual Examination as a whole in which he or she appeared last, he or she shall be allowed one chance to do so in the immediately succeeding Annual Examinaiton provided he or she consents in writing to forefeit his or her past record of performance in the aforesaid Annual Examinations, and surrenders the mark-sheet already issued to him/her.

14. If a candidate fails to pass the Higher Secondary Examination in his or her first chance, he or she shall be allowed two more chances to pass the Higher Secondary Examination provided he or she shall be entitled to appear in the same courses and syllabuses which he or she completed as a regular course of study for his or her Annual Examination in which he or she first appeared.

15. If a candidate fails to pass the Higher Secondary Examination within the chances as may be available to him or her, he or she shall have to prosecute again a regular course of study for not less than two academic years in an Institution and fulfil other conditions as provided herein above to become eligible to appear in an Annual Examination.

16. If a candidate is detected committing an offence at the examination, the Council shall inflict such punishment and impose such conditions on the candidate after considering the recommendations of the Committee as may be constituted by the Council to deal with such cases provided the Committee shall give an opportunity to the candidate of being heard before making any recommendation as to the punishment or otherwise.

17. The Council shall issue the result of performance of a candidate in an Annual Examination in such form as the Council may determine from time to time.

18. The Council shall publish the results of the Annual Examination in such form and through such mode as may be determined by the Council from time to time.

19. (a) Examination in each Language Paper carrying 100 marks and in each theoritical paper of a Compulsory or Optional Elective Subject carrying 100 marks shall be of three hours' duration unless otherwise provided for in the syllabus or determined by the Council.

(b) Period of Practical Examinations pertaining to a course shall be such as may be determined by the Council in general for an Examination or for each subject of an Examination.

20. A candidate shall be eligible to write answers as the examinations of the

Council in any of the following languages except otwise indicated in the question paper, until any change be made by the Council in this behalf :

(a) Bengali, (b) English, (c) Hindi, (d) Nepali, (e) Urdu.

Provided that a candidate shall write answers in a language paper in that language except otherwise indicated in the question paper.

21. A candidate shall pay fees for an Annual Examination or a subsequent Examination to be eligible to appear in such Examination as specified herein below.

A candidate shall pay fees in respect of documents and services as specified herein below :

(i) **General Stream Courses :**

(a) For laboratory-based subjects- Rs. 35/- plus Practical Examination Rs. 10/- plus for Mark sheet Rs. 5/- ....Rs. 50/- per candidate

(b) For non-laboratory based subjects - Rs. 35/- plus for Mark-sheets Rs. 5/- .... Rs. 40/- per candidate

(c) Late fee for submission of application beyond the time as may be specified by the Council .... Rs. 5/- per candidate

(ii) **Vocational Stream Courses :**

(a) Fee for each course payable by a candidate - Rs. 45/- plus for Mark-sheet- Rs. 5/- .... Rs. 50/-

(b) Late fee for submission of application beyond the date as may be prescribed by the Council .... Rs. 5/-

(iii) Fees payable by each candidate for appearing in an Examination for 1 to 3 subjects. .... Rs. 20/-

(iv) Fee payable for condonation of short percentage of attendance Rs. 10/-

(v) Fees payable for post-Publication Scrutiny /Review Rs. 10/- per paper in subject.

	Ordinary	Urgent
(vi) Fees payable for duplicate Mark-sheets	Rs. 5/-	Rs. 8/-
(vii) Fees payable for duplicate Admit Card		Rs. 5/-
(viii) Fees payable for provisional certificate	Rs. 10/-	Rs. 20/-
(ix) Issue of certificate on the expiry of 2 years from the date of its original issue remaining unclaimed	Rs. 5/-	
(x) Fees payable for issue of duplicate certificate	Rs. 10/-	
(xi) Fees payable for change of surname on reason other than marrige	Rs. 40/-	
(xii) Fees payable for rectifying mistakes in the age entry in the original application	Rs. 50/-	

(xiii)	Migration fees payable by the candidate	Rs. 10/-
(xiv)	Fees payable for change of centre of Examination of a candidate	Rs. 10/-

22. The council shall award diplomas, certificate, prizes and scholarships on the basis of the results of a candidate in accordance with the policy and principles that may be adopted by the council in that behalf.

23. The Council may appoint such examination personnel as may be required for the purpose of instituting Annual Examinations or any other Examinations and may pay remuneration to such personnel at such rate or rates as may be determined by the Council from time to time.

24. The Council shall notify the date or dates of the Annual Examination or any other Examinations and also notify detailed programme of dates and time of Examination of different subjects in such form and through such media as the Council may determine from time to time.

25. The Council may for the purpose of carrying out the function of conducting examinations, issue circulars or any other mode of release of information on such matters relating to examinations that may be considered expedient in the interest of Higher Secondary Education.

26. (1) Remuneration payable to examination personnel shall be as detailed below :

	Examination Personal	Rates of fees
(i)	Paper Setters ...	Rs. 100/- per full paper inclusive of solutions to questions if required, in certain cases. Rs. 50/- per half paper inclusive of solution to questions, if required, in certain cases.
(ii)	Moderators ...	Rs. 100/- or Rs. 50/- per full paper or half paper, in case of moderation of one paper only. In case there are more than one moderator, remuneration will be paid on the following basis :

$$\frac{\text{Number of papers x paper setting fees for such papers}}{\text{Number of Moderators}}$$

half the paper setting fee for each paper per Moderator, whichever is less.

(iii) Examiner

Examination of theoretical papers, a full paper of 3 hours duration	Rs. 1.25 per script
Half paper	Rs. 0.63 per paper

(iv) Joint Examiner

	Fees for Joint Examinership	Rs. 1.25 per paper
(a)	Practical/ topics paper	Rs. 0.63 per paper
(b)	Re-Examination of theoretical papers	Rs. 0.35 per half paper
(c)	Re-examination of practical papers	Rs. 0.35 per paper
(d)	Examination Fee for post-Publication Scrutiny/Review	Rs. 1.25 for full paper
	—do—	Rs. 0.63 for half paper

Provided that total amount of remuneration to be paid to an examiner for examining scripts of theoretical or practical paper for an examination for either General Stream Courses or Vocational Stream Courses shall not be less than Rs. 25/-

(v)	Head Examiner—	
(a)	In a subject consisting of one theoretical paper	Rs. 400/- for each paper plus 5% scripts to be examined by the Head Examiner for which fee will be Rs. 1.25 per script.
(b)	For practical papers	Rs. 200/- per subject 10% of scrips for which fee will be at Rs. 1.25 per script.
(vi)	Scrutineers	Rs. 200/- per 100 Scripts
(vii)	Tabulators	Rs. 750/- for tabulation work plus Rs. 200/- for preparation of mark-sheets and Rs. 50/- for making the mar-sheets ready for despatch per tabulator.
(viii)	Honorarium to Officer-in-Charge of an Examination Centre	Rs. 75/-
(ix)	Honorarium to the custodian of the question papers for each examination (for additional services rendered by him and his staff)	Rs. 75/-

(2) A Centre grant payable to an Officer-in-Charge of an Examination Centre for payment of remuneration of the invigilator and other persons employed in the Examination Centre and also to meet incidental expenses shall be as detailed below :

(a)	Centre grants	Rs. 5/- per candidate.
(b)	Centre grants of practical examinations	Physics—Rs. 2/- per candidate. Chemistry—Rs. 3/- per candidate. Biology—Rs. 3/- per candidate. Hone Science—Rs. 3/- per candidate. Other subjects—Rs. 1.50 per candidate.

(3) Fees payable to examination personnel will be subject to any conditions as

may be determined by the Council.

27. If any Question arises relating to the interpretation of any of these regulations, such question shall be referred to the State Government and the decision of the State Government shall be final.

APPENDIX —A

Pertaining to General Stream Courses

SCHEDULE —I

I. Languages :

(a) Group —A

Any one of the following languages, provided that a pupil has to offer Bengali if he or she offered Bengali as the first language at the Madhyamik Pariksha ("Secondary Examination") or equivalent examination instituted by the West Bengal Board of Secondary Education or any other authority.

1. Bengali, 2. Nepali, 3. Santhali, 4. Hindi, 5. Urdu, 6. Assamese, 7. Oriya, 8. Tamil, 9. Telugu, 10. Malayalam, 11. Marathi, 12. Gujrati, 13. Punjabi, 14. English, 15. Modern Tibetan.

(b) Group—B

English

Or

If English has been offered as one of the language under Group A- Bengali or Hindi.

Or

Alternative English, subject to the conditions as may be prescribed by the Council.

SCHEDULE—II

Compulsory Elective Subjects (General Stream Courses)

(a) Laboratory-based subjects and subjects having practicals :

1. Physics, 2. Chemistry, 3. Biological Sciences, 4. Agronomy, 5. Geography, 6. Geology, 7. Home Management and Nursing, 8. Nutrition, 9. Fine Arts and Crafts, 10. Music, 11. Psychology.

(b) Non-Laboratory-based subjects

1. Mathematics, 2. Statistics, 3. Economics, 4. Political Science, 5. History, 6. Public Administration, 7. Anthropology, 8. Sociology, 9. Philosophy. 10. Business Economics including Business Mathematics, 11. Business Organisation, 12. Accountancy, 13. Economic Geography, 14. Education, 15. One language from amongst the languages as specified below -

(a) Classical Languages :

(i) Sanskrit, (ii) Pali, (iii) Persian, (iv) Arabic.

(b) Modern Indian Languages :

(i) Bengali, (ii) Hindi, (iii) Urdu, (iv) Nepali, (v) Santhali, (vi) Oriya, (vii) Assamese.

(c) Modern foreign Languages :

(i) French, (ii) German, (iii) Russian, (iv) Chinese.

SCHEDULE—III

(General Stream Courses)

Optional Elective Subjects (Ordinary or Advanced Level)

(a) Laboratory-Based subjects and subjects having practicals—

		Ordinary Level	Advanced Level
1.	Physics	—do—	—do—
2.	Chemistry	—do—	—do—
3.	Biological Sciences	—do—	—
4.	Agronomy	—do—	—
5.	Botany	—	—do—
6.	Zoology	—	—do—
7.	Physiology	—	—do—
8.	Geography	—do—	—do—
9.	Geology	—do—	—do—
10.	Psychology	—do—	—do—
11.	Home Management and Nursing	—do—	—do—
12.	Nutrition	—do—	—do—
13.	Fine Arts and Crafts	—do—	—do—
14.	Music	—do—	—do—
(b)	**Non-Laboratory-based subjects—**		
1.	Mathematics	—do—	—do—
2.	Statistics	—do—	—do—
3.	Economics	—do—	—do—
4.	Political Science	—do—	—do—
5.	History	—do—	—do—
6.	Public Administration	—do—	—do—
7.	Anthropology	—do—	—do—
8.	Sociology	—do—	—do—
9.	Philosophy	—do—	—do—
10.	Business Economics including Business Mathematics	—do—	—do—
11.	Business Organisation	—do—	—do—
12.	Accountancy	—do—	—do—
13.	Economic Geography	—do—	—do—

14.	Education	—do—	—do—
15.	Languages (as specified in Schedule I and II)	—do—	—do—

APPENDIX B
Pertaining to Vocational Stream Courses
SCHEDULE I

1. Languages (Vocational Stream Courses)

(a) Group—A

Any one of the following languages provided that a candidate shall offer Bengali if he or she offered Bengali as the first language at the Madhyamik Pariksha ("Secondary Examination") or equivalent examination instituted by the West Bengal Board of Seconday Education or any other authority—

1. Bengali, 2. Nepali, 3. Hindi, 4. Urdu, 5. English.

(b) Group -B

English or if English has been offered as one of the languages under Group A, Bengali or Hindi.

SCHEDULE II

(Vocational Stream Courses)

II. Compulsory Elective Subjects (General Courses)

(a) Laboratory-based subjects

1. Physics, 2. Chemistry, 3. Biological Sciences.

(b) Non-Laboratory- based subjects

1. Mathematics, 2. Business Economics including Business Mathematics, 3. Business Organisation, 4. Accountancy, 5. Economic Geography.

III. Vocational Subjects and Courses.

(a) Theory Papers

(i) Compulsory Theory Papers

Paper I	**First Half**	**Entrepreneurship**
(Combined paper I and Paper II of the Curriculum)	**Second Half**	Basic Theory paper of an Elective Vocational subject.
(ii) Elective Theory Paper Paper II (Paper III of the curriculum)	Theory Pa-er of Elecitve Vocational Subjects	

SCHEDULE III
(Vocational Stream)

Vocational Subjects	**Areas of study**
1. Agriculture	

Any one of the following :

(i) Horticulture and Preservation of fruits and vegetables, (ii) Crop cultivation, (iii) Pisciculture, (iv) Poultry Farming.

2. **INDUSTRY (TEXTILE GROUP)**

Textile Technology Wet Processing

(a) Textile spinning and weaving. (b) Textile processing designing, bleaching dyeing and finishing	Combined area of study

3. **TECHNICAL EDUCATION**

Any one of the following :

(i) Mechanical Servicing and Maintenance, (ii) Farm Equipment Servicing and Maintenance, (iii) Automobile Servicing and Maintenance, (iv) Fabrication Practice, (v) Electrical Servicing and Maintenance, (vi) Radio and Electronics Servicing and Maintenance, (vii) Civil Engineering Maintenance, (viii) Water Supply and Sanitary Services.

4. **TRADE AND COMMERCE**

Any two of the following :

(i) Office Procedure and Routine, (ii) Stenography, (iii) Co-operative Organisation and Operations, (iv) Banking, (v) Insurance.

Vocational Subject **Area of Study**

(vi) Import-Export Procedure.

(vii) Stores Purchase and Stores Maintenance.

(viii) Salesmanship, Advertising and Display.

(xi) Cost Accounting.

(x) Taxation Laws (Income Tax, Sales Tax, Municipal Tax, Octroi).

(xi) Accountancy.

5. **PARA-MEDICAL EDUCATION**

Any one of the following :

(i) Pharmacy, (ii) Multipurpose Health Education Courses, (iii) Medical Laboratory Technology.

APPENDIX C (SCHEDULE IV)

(General and Vocational Stream Courses)

SPECIFIED ACTIVITIES AS A CO-CURRICULAR PROGRAMME

Any one of the following :

(i) Work Education, (ii) Physical Education, (iii) National Cadet Corps, (vi) Social and Community Services.

D. S. Ganguly *(President)*
West Bengal Council of Higher Secondary Education

WEST BENGAL COUNCIL OF . HIGHER SECONDARY EDUCATION

Circular No. HSC/88/79 Date : 9th August, 1979

Sub : Discontinuance of the Bridge Course Curriculum & Examinaiton.

It is hereby notified that the Bridge Course Curriculum and Bridge Course Examinationwill be discontinued from the current session 1979-80. The students of the Vocational Stream Courses may be informed accordingly.

It may be noted further that in continuation of this Office Circular No. HSC/86/79 dated 23.7.79 students with more than three year's break in their studies may not be admitted into Higher Secondary Courses (+2) without the prior approval of the Council.

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

Circular No. HSC/96/79 Dated Calcutta, the 11th September, 1979

From : Prof. G. Dass, Secretary,
West Bengal Council of Higher Secondary Institution.

Sir / Madam,

It is notified for information of all concerned that the West Bengal Council of Higher Secondary Education has decided to make the following provision from 1981 on wards.

All regular candidates for the Higher Secondary Examination, 1981 offering Optional Elective Subjects at the Ordinary Level carrying 200 marks will have the benefit of addition of marks secured by them in excess of the minimum pass marks in the above subjects, to the aggregate marks obtained by them, provided that they pass in the other compulsory and elective subjects.

With the above provision, the following change/modification (for both General and Vocational Stream Courses) in the Syllabuses for English and Bengali under Language Group will come into effect also for the purposes of Higher Secondary (+2) Examination, 1981. Students who have been admitted in Class XI this year i.e. for the session 1979-81 may kindly be informed and directed accordingly.

ENGLISH SYLLABUS (REVISED) FOR GENERAL STREAM COURSES

English Paper-I

For 1981, Higher Secondary (+2) Examination the following pieces are to be omitted.

1. Prose : (i) Oil in the Earth : by W.E. Flood.
   (ii) Animals in Prison : By Jawaharlal Nehru.
2. Poetry :(i) Dirge in Woods : by George Meredith.
   (ii) Afterwars : by Thomas Hardy.
   (iii) Arabia : by Walter De La Mare.
3. Drama (i) The Pathfinder : by Herman Ould.

English Paper II

For 1981 Higher Secondary (+2) Examination

GOVERNMENT OF WEST BENGAL EDUCATION DEPARTMENT (H.S. BRANCH)

No. 20- Edn (H.S) / 3S-95/79 Dated Calcutta, the 29th February, '80

From : Shri B.N.Chatterjee, IAS.
Special Secretary to the Govt. of West Bengal.

To : The Director of Secondary Education, West Bengal.

Sub : *Sanction of whole-time teaching and non-teaching staff for the integrated Higher Secondary Schools.*

Ref : This Department Order No. 4 Edn (HS), dated 25.1.80.

In continuation of Govt. Order No. 190-Edn (HS), dated 5.12.79. the undersigned is directed to say that it has been decided that appointment of additional teachers, as admissible, may be made by the respective Managing Committees of the integrated Higher Secondary Schools as per existing rules. While selecting candidates, the schools may be directed to follow the guide-lines laid down hereunder :

(1) In the matter of selecting of new teachers, emphasis should be given primarily on academic attainments and consequently less emphasis be given on the results of the interview alone.

A chart showing how the marks are to be allotted to a candidate on the basis of academic qualification, teaching experience and interview, is enclosed.

(2) Vacancies should be advertised in at least two leading dailes (one in English and one in Bengali).

(3) For selection of Candidates, the M.C. of each school should include at least one expert in the subject concerned.

(4) No one should serve as a member of the Selection Committee if any of his / her closed relative appears as a candidate.

(5) All records of applications received, candidates interviewed showing the dates of interview, composition of the Selection Committee and proceedings thereof, should be carefully preserved.

The District Inspector of Schools (S.E) of the district may call for these record, if necessary, before according approval to the appointment of teacher selected by the Schools.

(6) Markings showing the performance of the candidates interviewed should be submitted to the district Inspector of Schools (S.E) by the School concerned at the time of seeking approval of teacher selected.

Necessary instructions may please be issued to the schools immediately.

Sd/- **B.N.Chatterjee** *(Special Secretary).*

Comment : Sanction of teaching staff for the Higher Secondary unit in an integrated Institution, and selection of teachers for appointment of prescribed subjects have to be determined by the recent instruction of the Education Department. Circular follows. —Editor

CHART SHOWING ALLOTMENT OF MARKS*

Vide also circulars No. 1464 (16) dt. 24.8.81 & No. 1066 (16) 16.6.81 of the Director of Sec. Education Govt. of West Bengal.

1. Qualifications

1. Matriculation/ School Final + P.U. — **S.F. + P.U.**

1st Div.	—	20	(10+10)
2nd Div.	—	15	(8+7)
3rd Div.	—	10	(5+5)
Comp/p	—	8	(4+4)

Old Higher Secondary Examination :

1st Div.	—	20
2nd Div.	—	15
3rd Div.	—	10
Comp/p	—	8

2. Degree Course :

(i) Honours 1st Class—20
2nd Class—18

(50% marks and above)

2nd Class—15

(Below 50% marks)

(ii) Special Honours ———13
(iii) Distinction ———12
(iv) Pass ———10

3. Post–Graduate :

1st Class — 15
2nd Class — 12

(50%marks and above) (Below 50% marks)
or 3rd Class — 10

4. B.Ed. or equivalent :

(i) 1st Class — 15
(60% or above)
(ii) 2nd class—10 — 10
(Below 60%)

5. Teaching Experience :

mark for each year, subject to a maximum of 10 marks. — 10

Chart showing following allotment of marks has been made obsolate owing to recent circular of the Education Department. Follow the circular. —Editor

6.	**Interview Viva Voce :**	— 15	(Not exceeding)
7.	**Extra-Curricular activities :**	— 5	(maximum) Document to be examined
	Total :	100	

Sd/-B.N. Chatterjee,
Special Secretary.

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

43 Kailash Bose Street, Calcutta-700 006

No. HSC/108/80 Date : 9.7.80

From : Prof. G. Dass, Secretary
West Bengal Council of Higher Secondary Education

To : All Heads of Recognised H.S. Institutions

Sub : Guidelines for Admission of Students to the Plus Two (+2) Courses

Sir / Madam,

In continuation of previous circulars on the subject, I am directed to draw your attention to the following guide-lines for your necessary information and compliance.

1. Admission of Students

(a) Successful candidates of the Madhyamik Pariksha (Secondary Examination) conducted by the West Bengal Board of Secondary Education or its equivalent may be admitted into Class XI within two months from the date of publication of results of 31st August of the year, whichever is later.

(b) Successful candidates of Compartmental / Supplementary Madhyamik Pariksha for External Candidates conducted by the aforesaid Board or its equivalent examination may be admitted into Class XI within one month from the date of publication of their results.

(c) Candidates who have qualified in the final examination conducted by the Secondary/Higher Secondary Board under a State Authority other than West Bengal and Central Board authority may be allowed admission into Class XI on the basis of equivalence with the Madhyamik Pariksha conducted by the West Bengal Board of Secondary Education (vide Council's Circular No. HSC/GS/1A/76 dated 2.7.76.

(d) In case of a student who has qualified in the School Leaving Certificate Examination of a Foreign Authority, the Head of an institution may admit him/her provisionally provided he / she is *prima facie* satisfied about the equivalence of the said examination, pending approval of the Council. Such admission should be immediately reported to the Council for approval and the student should be intimated that the admission will be treated cancelled if the Council does not approve of the same.

(e) Admission of a student on the basis of Transfer Certificate shall not ordinarily be allowed except in Class XI, within five months from the date of admission or by 28th February of the academic year, whichever is earlier (vide Circular

No. HSC/69/78 dated 22.11.78).

(f) Unsuccessful candidates in the H.S. Examination, 1980 will be permitted to appear in the H.S. Examination, 1981 as " Continuing" or " Special " Candidates, as the case may be. All other rules relating to such candidates will remain the same as laid down in Council's Circular No. HSC/Ex/80/1 dated 27th October, 1979. Such candidates will have to register themselves with their institutions within two months from the date of publication of their results.

(g) Candidates with less than three years break in studies may also be allowed admission into Class XI within the date as specified in para (a) above provided they are found otherwise eligible by the admitting authorities.

(h) Candidates who have passed the old Higher Secondary Examination of 11 years Course Conducted by the West Bengal Board of Secondary Education or its equivalent Examination, may be admitted to Class XII (Twelve) on condition that they will sit for the regular Higher Secondary Examination consisting of 1000 marks, provided that they have not had a break of studies for 3 consecutive years. Candidates who have discontinued their studies for three consecutive academic years or more are not eligible for admission to any recognised institutions as regular students. The Council has, however, decided to allow such students to appear at the Higher Secondary Examination as External Candidates in non-laboratory based subjects only from 1981 with the syllabuses prescribed for the regular candidates provided they fulfil the conditions as may be laid down by the Council.

(i) No candidate other than the candidates mentioned in Para 1(h) above, should be allowed admission to Class XII direct without prior approval of the Council.

2. Registration of Students

All students, as soon as admitted into Class XI of a recognised institution should immediately apply in the prescribed form for registration of their names with the Council on payment of the requisite Registration Fee and also Migration Fee in case of students migrated from other states through the Head of the same institution. Such Application with requisite fees must reach the Council's office within three months from the date of their admission.

3. Curriculum and Syllabuses

(a) In case of a subject of 200 marks at the ordinary level offered by a student as an optional elective subject, the marks obtained in the subject in excess of the pass marks will be added to the total marks secured in the other five compulsory subjects for the purpose of determining division only.
In case of a subject of 100 marks at the advanced level offerd by a student as optional elective subject, the aforesaid benefit will not, however, be admissible. (Please note that a candidate can offer optional subject at Advanced Level consisting of 100 marks only.)

(b) Alternative English as a language subject can be offered by a student who has not offered any of the Modern Indian Languages as set forth in the eighth

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Comment : Follow the relevant circular regarding admission in H.S. Classes, issued by the Council from time to time. —Editor

Schedule of the Constitution of India as one of the languages at the immediately lower examination, the passing of which makes him/her eligible for admission into Class XI. In such case, prior permission of the Council should be obtained (Vide Circular No. HSC/27/(1100)/77 dated 28.9.77).

(c) In partial modification of the Council Circular No. HSC 87/89 dated 8.8.79, the Council has prescribed the combination of three Elecive Subjects to be offered by students from the current academic session. The Elective subjects have been grouped and candidates can offer only one of the subject specified each group shown below.

Group	Subjects
I	Physics, Nutrition, Bis. Organ., Education.
II	Bio-Sc., Botany, Zoology, Physiology, Philosophy.
III	Chemistry, History, Accountancy.
IV	Geology, Pol. Sc.
V	Fine Arts & Crafts, Anthropology, Econ., Geography.
VI	Agronomy, Geography, Pub. Administration.
VII	Economics, Psychology.
VIII	Home Management & Home Nursing, Sociology.
Group	**Subjects**
IX	Statistics, Classical Languages, Modern Indian Languages, Modern foreign Languages.
X	Mathematics.
XI	Music, Business Economics including Business Mathematics.

4. Change of Elective Subjects

Candidates may be allowed to change their elective subjects in accordance with the subject combinations stated above in Class XI only, if the Head of the Institution thinks it necessary, withing 4 months from the date of admission or by 31st December of an academic year whichever is earlier (vide Circular No. HSC/60/78 dated 26.10.78).

Please note that all communications with the Council is to be made at its new address (stated above).

Yours faithfully
G. Dass *(Secretary)*

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT

H.S. Branch

Dated Calcutta, the 23rd July, 1980

No. 89 – Edn (HS) / 3S – 95/79

From : Shri B.N.Chatterjee I.A.S., Special Secretary to the Govt. of West Bengal.
To : The Director of Secondary Education, West Bengal.

Sub : *Sanction of whole time teaching and non-teaching staff for the intergrated Non-Government Higher Secondary Schools.*

Ref : Government Order No. 61-Edn (HS) dated the 11th May, 1978 read with Government Order No. 190-Edn. (HS) dated the 5th December, 1979.

In clarification of Government Order No. 20-Edn (HS) dated the 29th February, 1980, the undersigned is directed to state as follows :

(1) The teachers already appointed against the ad-hoc posts sanctioned in terms of Government Order No. 61-Edn (HS) dated the 11th May, 1978 need not undergo fresh selection, as stipulated in Government Order No. 20-Edn (HS) dated the 29th February, 1980. But if any of the ad-hoc posts sanctioned in terms of Government Order No. 61-Edn (HS) dated the 11th May, 1978 still remained unfiled, recruitment to such posts should be made according to the guide-lines laid down in Government Order No. 20-Edn (HS) dated the 29th February, 1980.

(2) The condition laid down in para 2(c) (iii) of Government Order No. 61-Edn (HS) dated the 11th May, 1978 for giving preference to existing teachers on the staff of the school, holding Honours/Post-Graduate Degree, but drawing pay in the scale of a Pass Graduate, will hold good in case of recruitment to all teaching post under the staff pattern sanctioned in terms of Government Order No. 190-Edn (HS) dated the 5th December, 1979.

Necessary instructions may please be issued immediately to all concerned.

Sd/- B.N.Chatterjee
Special Secretary.

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

No. HSC/112/80 Date 4.10.80

From : The Secretary,
West Bengal Council of H.S. Education.

To : All Heads of Recognised H.S. Institutions.

Sub : *Guide-lines and general instructions relating to enrolment of candidates at the H.S. Examination, 1981 and other matters.*

Sir/Madam,

I am directed to draw your attention to the following instructions relating to the enrolment of candidates at the H.S. Examination, 1981 :

1. In terms of Regulation 14 of the Examination Regulations (1977) as amended from time to time, a candidate failing to pass the H.S. Examination in his/her first chance shall be allowed two more chances to pass the H.S. Examination in the following two consecutive annual examination whether availed or not.

Accordingly, a candidate with Registration No. of 1976-77 who was enrolled for the H.S. Examination, 1978 but failed to pass in the said examination and did not appear or failed to pass in the subsequent H.S. Examinations 1979 and 1980 are not eligible to appear at the H.S. Examination, 1981. Such a candidate shall have to prosecute again a regular course of studies for not less than two academic years in an institution and fulfil other conditions to become eligible to appear in

an Annual Examination (Regulation 15 ibid) conducted by the Council. He or she may, however, appear at the H.S. Examination, 1982 (External) if he/she does not get him/herself admitted into Class-XI this year.

2. Continuing Candidates

Regular candidates of the H.S. Examination, 1980 who got plucked in more than two compulsory subjects shall be allowed to appear as Continuing Candidates in the following two consecutive H.S. Examination. Such candidate, if they so desire, may take admission in their respective institutions but they will not be treated as regular candidates and they will not be required to qualify in the test examination.

3. Special Candidates

Regular Candidates of H.S. Examination, 1980 who got plucked in one or two compulsory subjects only, shall be allowed two more chances to pass the H.S.Examination in the following two consecutive H.S. Examinations of 1981 and 1982 as Special Candidates in the said subject or subjects. If they so desire, they may appear in all the subjects originally offered by them as Continuing Candidates.

4. Unsuccessful regular candidates of H.S. Examination, 1979 having Registration No. of 1977-78 who got plucked in more than two compulsory subjects and appeared at the H.S. Examination, 1980 but again got plucked in more than two compulsory subjects may appear at the H.S. Examination, 1981 for the last time as Continuing Candidates Likewise, regular candidat4es of H.S. Examination 1979 who failed in one or two compulsory subjects at the H.S. Examination, 1980 will be allowed one more chance to appear at the H.S. Examination. 1981 in the same one or two subjects as Special Candidates or if they so desire, they may appear in all the subjects originally offered by them as Continuing Candidates.

All unsuccessful candidates of H.S. Examination, 1979 and 1980 referred to in item Nos. 2,3, and 4 above shall be entitled to appear in the same courses and syllabuses which they completed as regular students.

5. *All continuing and Special Candidates shall enlist their names and other particulars with their respective institutions from where they were last sent up positively within 15th December, 1980 along with a fee not exceeding Rs. 5/-.*

6. All Continuing and Special Candidates who are eligible to appear at the H.S. Examination, 1981 in laboratory based subject (s) will be required to attend practical classes in the subject or subjects concerned in their own institutions for a period of at least three months on payment of tuition fee of Rs. 5/- pm. Special Candidates who have already passed in the theoretical paper but failed to pass in the practical paper will be required to appear in the practical paper only and they shall have to attend practical classes as stated above. Special Candidates who have already passed in the practical paper of a laboratory-based subject shall have to appear in the theoretical paper only and they are not required to attend practical classes.

NOTE

Special Candidates will be required to surrender their original mark-sheets of the last H.S. Examination at the time of submitting their applications in the prescribed form for enrolment in the H.S. Examination, 1981. This nolonger holds good. —Editor.

7. Forfeiture of Results

In terms of Regulation 13 of the Examinations Regulation, 1977 as amended from time to time, *successful regular candidates* intending to improve upon their performance in the H.S. Examination, 1980 as a whole shall be allowed one chance to appear at the H.S. Examination, 1981 as Continuing Candidates in the same courses and syllabuses provided they give an undertaking in writing to forfeit their record of performance in the H.S. Examination, 1980 and surrender their original mark sheets already issued to them. Such Candidates should apply in the prescribed application form (specimen copy enclosed) together with their original mark-sheets of the H.S. Examination, 1980 through the Heads of the Institutions from where they were last sent up within 15th December, 1980 for necessary permission of the Council. They will also be required to enlist their names and other particulars with their respective institutions within the time which may be prescribed by the Council at the time of issuing permission letter.

8. Successful Candidates appearing in one or two subjects.

If candidates who have already passed the H.S. Examination conducted by the Council or any other equivalent examination recognised by the Council are required by the University to qualify in not more than two subjects at the plus two level for prosecuting higher studies under the Universities of West Bengal and if they are provisionally admitted in a College, they may be allowed to appear in such subject or subjects on fulfilment of such conditions as may be laid down by the Council from time to time.

Such candidates are required to apply for permission *within 15th December,* 1980 along with an application fee of Rs. 5/- for each subject in addition to the usual registration fee and migration fee as may be necessary if they had not been registered with the Council previously.

Such candidates will enlist their names and other particulars with a recognised H.S. Institution on production of permission letter issued by the Council and the institution concerned will be entitled to charge a sum not exceeding Rs. 5/- for the purpose from such candidate. Candidates permitted to appear in laboratory-based subject (s) must attend a minimum number of 15 practical classes in the subject (s) and the institution will be entitled to charge a fee of Rs. 5/- p.m. and caution money at the existing rates and they will have to produce laboratory Note Book at the time of practical examination. They must appear at the Test Examination in the subject (s) conducted by the institution concerned and the marks obtained by them in the Test Examination will be taken into account for the purpose of determining internal assessment marks towards their results in the Annual Examination conducted by the Council. For the purpose of appearing in the Test Examination they will have to pay a test fee equivalent to one month's tuition fee as in vogue in the institution.

Yours faithfully

K.P. Malakar *(for Secretary)*

Enclo : As stated

ANNEXURE —A

CURRICULUM FORTHE HIGHER SECONDARY EXAMINATION (EXTERNAL), 1981

A candidate shall have to offer two languages one from Group-A and the other

from Group-B along with three non-laboratory-based elective subjects as detailed below :

(a) Group—A

Any *one* of the following languages, provided that a candidate has to offer-*Bengali* if he/she offered Bengali as the first language at the Madhyamik Pariksha (Secondary Examinaiton) of the West Bengal Board of Secondary Education or equivalent examination conducted by any other authority.

(Bengali, Nepali,Santhali, Hindi, Urdu, Assamese, Oriya, Tamil, Telugu, Malayalam, Marathi, Gujarati, Punjabi, English, Modern Tibetan).

(b) Group—B

English

or,

If English has been offered as one of the languages under group - A,

Bengali or Hindi

or,

Alternative English

[Alternative English shall be allowed only to a student who has not offered any of the Languages, other than English, as specified under Group 'A' in his/her immediately lower examination, the passing of which makes him/her eligible for admission in Higher Secondary Courses of the Council.]

THREE COMPULSORY ELECTIVE SUBJECTS

200 x 3 =600 marks

For offering three Elective Subjects, and optional Elective Subject, if any, a candidate shall have to select only one of the subjects specified against each serial number in the list given below :

Sl. No. Subjects

1. Business Organisation, Education.
2. Philosophy.
3. History, Accountancy.
4. Political Science,
5. Anthropology, Economic Geography.
6. Public Administration.
7. Economics.
8. Sociology.
9. Mathematics.
10. Statistics, Classical Languages (one only), Modern Indian languages (one only) provided that it has not been offered under languges Gr. A and Gr. B, Modern Foreign Languages (one only).

11. Business Economics including Business Mathematics.

GOVERNMENT OF WEST BENGAL

Education Department
H.S. Branch

No. 158-Edn (HS) Dated, Calcutta, the 14th October, 1980.

From : Shri H. Banerjee,
Deputy Secretary to the Government of W.B,

To : The General Secretary,
All Bengal Teachers' Association,
Satyapriya Bhawan,
P-14, Ganesh Chandra Avenue, Calcutta—700 013.

Sub : *Allotment of marks to the teachers possessing the Certificate of Proficiency Course from the Burdwan University for the purpose of selection of teacher in the Integrated Higher Secondary Schools.*

Sir,

I am directed to refer to your letter dated 12th June, 1980 on the subject mentioned above and to say that although the standard of the Certificate of Proficiency Course from the Burdwan University has been accepted as equivalent to that of Honours Course, the duration of the said Training Course was of nine months only and the entire Honours Course might not have been covered. Besides, it is not known whether there is any mention above Class/Division in the Certificate given to the teachers after completion of the training.

In the circumstances, stated above, it has been decided that such Teachers, having a certificate of proficiency course from the Burdwan University, may be trated at par with special Honours Graduates for the purpose of allotment of marks as laid down in Government Order No. 20-Edn (HS) dated the 29th February 1980 for selection of Teachers in the integrated Higher Secondary Schools.

Yours faithfully
Sd/- H. Banerjee (Deputy Secretary)

NATIONAL COUNCIL OF EDUCATION RESEARCH & TRAINING (NATIONAL TALENT RESEARCH UNIT) SRI AUROBINDO MARG, NEW DELHI 110016

Dated : 15th December, 1980

To

The Secretary
West Bengal Council of Higher Secondary Education
43 Kailash Bose Street, Cal-700 006

Sub : *National Talent Search Examinations 1981 Advertisement regarding:*

Sir,

You are aware that the NCERT conducts National Talent Search Examinations

every year all over India in the month of May for the award of 500 National Talent Search Scholarships for Classes X,XI and XII. The next examinations is scheduled to be held on 10th May, 1981 (Sunday).

To give this National Scheme a wider publicity and to ensure that it reaches are remotest corners of the country, I am to enclose herewith two copies of the advertisement for your information and for such necessary action as you may deem fit. A copy of Information Brochure (including application form) is also enclosed. The Educational Institution may display advertisement prominently for the benefit of prospective candidates.

The first insertion of his advertisement will appear on 28th December, 1980 and the second will appear on 4th Jan. 1981 in the leading newspapers of the country.

Yours faithfully
(R.G.Misra)
Head of the Unit.

Encl : a.a.

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

No. Ext./1 Dated, 13.12.80.

Sub : *General Instructions and guidelines for appearing at the Higher Secondary (External) Examination, 1981.*

The Council has decided to hold a separate Higher Secondary Examination for external candidates in non-laboratory based subjects only from 1981 onwards. General instructions and guidelines for appearing at the said examination are noted below.

1. Eligibility :

Persons residing within the State of West Bengal, who, after passing the School Final, Madhyamik Pariksha or old Higher Secondary Examination (Class XI) conducted by the West Bengal Board of Secondary Education or P.U./U.E. Examination conducted by a University or any other equivalent examination, discontinued regular course of studies from the academic session, 1977-78 or earlier are eligible to appear at the Higher Secondary (External) Examination, 1981, provided they fulfil all other conditions laid down for the purpose.

Such persons will have to pass the Test Examination preparatory to their admission to the said examination.

Candidates who were enrolled for the Higher Secondary Examination 1978 and failed to pass in the said examination and in the two consecutive examinations held in 1979 & 1980 are not eligible to appear at the H.S. (External) Exam. 1981. They may, however, appear at the H.S. (External) Exam. 1982 in nonlaboratory-based subjects only on fulfilment of necessary conditions, if they do not get themselves admitted into Class XI this year as a regular student by the 15th December, 1980 (vide Council's Circular No. HSC /112/80 dated 14.10.80).

2. Curriculum & Syllabuses for External candidates :

External candidates will have to prosecute the courses of studies pertaining to the General Stream Courses only of 1000 marks (vide Annexure A) distribution of marks being two Language subjects of 200 marks each and three non-laboratory-based Compulsory

Elective subjects of 200 marks each. Each Paper of a subject shall be of 100 marks and there will be no Internal Assessment in respect of any subject. An external candidate is also exempted from participation in any of the activities as a compulsory Co-Curricular Programme as specified for the regular students.

3. How to apply for the Test :

After obtaining formal permission of the Council, as External candidate must submit the prescribed printed Application Form No. Ex. / 2 and the undernoted document and prescribed fees to the Head of any selected institution (vide Annexure B) nearest to his / her place of residence on or before 14.1.1981 without late fee and 24.1.1981 with late fee of Rs. 5/-.

(i) Permission fee of Rs. 20/-

(ii) Registration fee of Rs. 5/-

(iii) Migration fee of Rs. 10/- and Original Migration Certificate (for candidates migrating from other States).

(iv) Two passport-size front-view photographs duly attested by a competent person should be affixed on the application in the cases specified for the purpose.

The Council shall send the Registration Certificate to the institutions concerned by the 4th March, 1981. The candidates should collect their Registration Certificates from the institutions through which they submitted their applications and fees within 12th March, 1981 on payment of the Test Examination fee of Rs. 20/- only to the institutions concerned. The Registration Certificate will be treated as Admit Card for the Test Examination. The Test Examination will be held on 500 marks only according to the syllabus prescribed for the regular students of H.S. Examination of the year i.e., 100 marks for each of the two Languages and 100 marks for each of the three Compulsory non-laboratory-based Elective subjects and the Pass mark being 30 each subject. The Test Examination will be held by the Council in the selected institutions only in the first week of April, 1981 or on such dates as may be announced by the Council in due course. Results of the Test Examination will be announced by the Council.

4. Admission to the Higher Secondary (External) Examination 1981 :

Candidates declared successful in the Test Examination shall apply in the prescribed printed Application Forms together with the under-noted documents and fees through the same selected Institution where he/she sat for the test within such dates as may be announced by the Council for admission to the Higher Secondary (External) Examination, 1981.

(i) Examination fee of Rs. 40/-

(ii) Two passport-size front-view photographs of the candidate duly attested should be affixed to the Application Form in the cages meant for the purpose.

All other information regarding the Higher Secondary (External) Examination, 1981 may be obtained from the institutions selected for holding the Test Examination.

P. Mitra
Secretary
W.B. Council of H.S. Education

GOVERNMENT OF WEST BENGAL

Education Department
H.S. Branch

No. $\frac{45-\text{Edn(HS)}}{3S-2/81}$ Dated Calcutta, the 13th May, 1981

From : Shri B.N. Chatterjee
Special Secretary to the Government of West Bengal.

To : The Director of Secondary Education, West Bengal.

Sub : Collection of other fees by the Higher Secondary Schools (Classes XI and XII).

The under signed is directed to say that according to the decision taken by the State Government the students of Classes XI and XII in the Higher Secondary Stage have been exempted from payment of the tuition fees with effect from the 1st January, 1981. Government have now taken up the responsibility for payment of Salary to all approved teaching and non-teaching staff of recognised Government aided Higher Secondary Institutions. Government however is aware that the Institutions have to collect certain other fees and charges from the students to meet certain expenses for proper running and maintenance of the institutions but Government at the same time feel that such fees should be realised at uniform rates in all the institutions.

In the circumstances the government, after careful consideration, has been pleased to decide that with effect from the 1st January, 1981 fees and other charges on different accounts should be realised not exceeding the limits as indicated in the annexed Scheduled.

The fees and charges collected against a particular head should be spent for that particular purpose only. The Library fee, Laboratory charges, Fan and Electric charges, Magazine fee and Tiffin fee may be charged in those schools, where such facilities and programmes are in existence. No fee other than the fees as approved above will be collected from the students by the schools without prior approval of the Government with effect from the 1st January, 1981.

Expenditure may, however, be incurred on the following items out of the Development Fee collected by the Schools :

(1) Building-repairs.

(2) Repair and purchase of furniture and appliances.

(3) Prize, functions and ceremonies.

(4) Audit fee (if not granted by Government)

(5) Contingent charges (if not paid by Government).

(6) Rates, rents and taxes (if not paid by Government).

No fee for admission will be charged for admission of a student into a school. The total fees to be collected in a year should be sub-divided into monthly instalments and collected on a monthly basis. Students upto 10% of the strength coming from small income group should get some concession or exemption from payment of such fees and charges.

Sd/- B.N. Chatterjee
Special Secretary

SCHEDULE

Maximum limit of the other fees and charges to be collected by the Schools from the Students of Classes XI & XII

Area	Development fee	Sports & Games fee	Library fee	Fans and Electric charges including Telephones	Magazine fee	Laboratory charges	Examination fee	Tiffin fee	Total
	Per annum	Per annum	Per annum	Per annum	Per annum	Per annum	Per annum	Per annum	Per annum
Calcutta, Howrah and Barrackpore	25/-	4/-	4/-	3/-	5/-	5/-for each laboratory based science subject	10/-	25/-	81/-
District towns and Industrial areas	15/-	4/-	4/-	2.50	5/-	5/-	10/-	25/-	70.50
Rural areas	10/-	3/-	3/-	2.50	5/-	5/-	10/-	25/-	63.50

Sd/- B.N. Banerjee
Dy. Secretary

Memo No. $\frac{250(16)\,GA}{3B-8/80}$

Dated $\frac{25.5.81}{16.6.81}$

Copy forwarded to the District Inspector of Schools (SE),..P.O..............................Dist....................................for information and guidance. The contents of the Govt. order should be circulated to the Heads of all XII Class Higher Secondary Schools for information and guidance.

Sd/- Illegible
For Director of Secondary Education, West Bengal.

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

Circular No. HSC/141/83 Date : 29.6.1983.

From : Prof. A. Banerjee,
Secretary

To : All Heads of recognised H.S. Institutions.

Sub : *Guidelines for the admission of students of Science Subjects and Mathematics.*

In clarification and partial modification of para 12 of Council's Circular No. HSC/138/83 dated 28.4.83 the undersigned is directed to state that the students securing 45% marks of above each in Physical Science and Life Science but less than 45% marks in Mathematics at the Madhyamik Pariksha or its equivalent examination, may offer Biological Science, Physics and Chemistry as compulsory Elective Subjects and Mathematics as the 4th Elective Subject, provided that the combined aggregate score in Physical Science, Life Science and Mathematics is not less than 45%. Besides, a student securing 45% marks or above each in Physical Science and Mathematics but less than 45% marks in Biological Science at their Madhyamik Pariksha or its equivalent examination may offer Physics, Chemistry and Mathematics as compulsory Elective Subjects and Biological Science as the 4th Elective Subject, provided that the combined aggregate score in Physical Science, Life Science and Mathematics is not less than 45%.

A. Banerjee,
Secretary

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

No. HSC/145/84 Date : 22.5.84

From : Shri A.N. Banerjee (Secretary),
West Bengal Council of
Higher Secondary Education.

To : All Heads of Recognised H.S. Institutions.

Sub : *Guidelines for Admission of students to the Plus Two (+2) Courses during the session 84-85.*

Sir/Madam,

I am directed to draw your attention to the following guidelines for your necessary information and compliance.

1. **Admission of students to Class XI.**

(a) Successful candidates of the Madhyamik Pariksha (Secondary Examination) conducted by the West Bengal Board of Secondary Education or its equivalent may be admitted into Class XI within four months from the date of publication of results or 30th November of the year, whichever is later. If a vacation intervenes within this period of 122 days the dead line would stand extended to the extent of the loss in days due to the vacation.

(b) Successful candidates of Compartmental / Supplementary Madhyamik Pariksha and or Madhyamik Pariksha for External Candidates conducted by the

aforesaid Board or its equivalent examination may be admitted into Class XI within 30 days from the date of publication of their results of 30th November of the year, whichever is later. If a vacation intervenes within this period of 30 days the dead line would stand extended to the extent of the loss in days due to the vacation.

(c) Candidates who have qualified in the final examination conducted by the Secondary/Higher Secondary Board under a Statutory authority other than the West Bengal of Secondary Education and Central Board may also be allowed admission into Class XI on the basis of equivalence with the Madhyamik Pariksha conducted by the West Bengal Board of Secondary Education (Vide Council's Circular No. HSC/GS/1A/76 dated 2.7.76) by the same date as stated in I (a).

(c) (i) A pupil who has qualified in the Class X Final Examination, instituted by an All-India or a State Authority in India be deemed to be treated as an eligible candidate for admission into Class XI course of the Council of the basis of equivalence. (The list of such States as well as the Controlling authority is given in the Annexure).

ANNEXURE

Names of all India authorities and the State authorities in India. Instituting Final Examination at the end of Class X.

I—All India Authorities

(i) Central Board of Secondary Education — New Delhi

(ii) The Council for Indian School Certificate Examination — New Delhi

II—The State Authorities

Sl. No.	State	Name of Authority
1.	Andhra Pradesh	Board of Secondary Education Hyderabad
2.	Delhi (Union Territory)	Central Board of Secondary Education, New Delhi
3.	Gujrat	Board of Secondary Education, Ahmedabad
4.	Karnatak	Board of Secondary Education, Bangalore
5.	Kerala	Board of Secondary Education, Trivundrum

Sl. No.	State	Name of Authority
6.	Maharashtra	Maharashtra State Board of Secondary Education
7.	West Bengal	West Bengal Board of Secondary Education, Calcutta
8.	West Bengal	High Madrasah Examination Board.

9. The Students coming from the Boards of Secondary Education not specified in annexure II above will be required to obtain prior permission of the council before admission into Class XI.

(d) Candidates who passed the last qualifying Examination in 1981 or earlier and did not continue their studies in H.S. or its equivalent courses in a recognised institution should not be allowed admission to Class XI in 1984. But such candidate may appear as an external candidate in non-lab based subjects if he /she so desires.

(e) Students who discontinued their studies after admission to Class XI in 1982 or 1983 but not promoted into Class XII may be allowed admission to Class XI (Eleven) this year. The period of break in studies may be condoned by the Institution provided he/she is satisfied with the reasons for such break supported by genuine documents such as medical certificate etc. produced by the students.

(f) In case of a student who has qualified in the School Leaving Certificate Examination of Foreign Authority the Head of an institution may admit him /her provisionally within the period as stated in para 1 (a) provided he/she is *prima facie* satisfied about the equivalence of the said examination, pending approval of the Council. Such admission should be immediately reported to the Council for approval and the student should be intimated that the admission will be treated as cancelled if the Council does not approve of the same.

2. **Admission of Students on Transfer.**

Admission of a student on the basis of Transfer certificate may be allowed within 31st January 1985 in Class XI with the same subjects and within three months from the commencement of the session of Class XII i.e. within 30th Sept. 1985 in which the Student in Class XII. In case of admission in Class XII on transfer the Head of the institution shall note that no change of subjects is made and the Head of the Institution issuing Transfer Certificate must issue Certificates showing internal assessment marks obtained at the Annual Examination and percentage of attendance in Classes XI and XII.

3. **Discontinuatin of Para Medical Courses*.**

No admission will be allowed to the studénts in Class XI in pharmacy area of Para Medical Courses (under Vocational Stream) from 1981-82 session and on wards.

4. **Curriculum and Syllabuses.**

(a) In case of subject of 200 marks at the ordinary level offered by a student as an optional elective subject the marks obtained in the subject in excess of 40% marks will be added to the total marks secured in the other five compulsory subjects for determining aggregate marks.

(b) **Separate Syllabuses for Group 'A' and Group 'B' Languages.**

From 1984-85 session onwards there will be separate syllabuses for Group 'A' and 'B' Languages.

A pupil will have to offer one language from Group 'A' and another language from Group 'B'.

Under Group 'A' there are fifteen languages : (1) Bengali, (2) Nepali, (3) Santhali, (4) Hindi, (5) Assamese, (7) Oriya, (8) Tamil, (9) Telegu, (10) Malayalam, (11) Marathi, (12) Gujrati, (13) Punjabi, (14) English, (15) Modern Tibetan. A pupil may offer any one of the above fifteen languages under Group

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Comment : *Para Medical Course has since been discontinued from 1981-82 session, the scope of getting admission in this Vocational course does not arise. —Editor

'A' provided that a pupil has to offer Bengali if he or she offered Bengali as the first language at the Madhyamik Pariksha or equivalent examination instituted by the West Bengal Board of Secondary Education or any other authority recognised by the Council.

Under Group B there are four languages : (1) English, (2) Bengali, (3) Hindi and (4) Alternative English. A pupil will offer English under Group 'B' language but if English has been offered by him / her as the language under 'A' he/she will offer either Bengali or Hindi or 'Alternative English' subject to the conditions that 'Alternative English' shall be allowed only to a pupil who has not offered any of the languages, other than English as specified under Group 'A' languages, in his/her immediately lower examination the passing of which makes him /her eligible for admission in higher secondary courses of the Council.

To put it more clearly, Bengali or Hindi under Group 'B' can be offered only by those students who will offer English as a language subject under Group 'A'.

(c) The Council has prescribed the following eleven groups of Elective Subjects. Candidates can offer three compulsory elective subjects only and for this purpose make choice of one subject only from one group and one optional elective subject at ordinary level from any other group.

Group	Subject
I	Physics, Nutrition, Bis. Organ, Education.
II	Bio-Sc., Botany, Zoology, Physiology, Philosophy.
III	Chemistry, History, Accountancy.
IV	Geology, Pol. Science.
V	Fine Arts & Crafts, Anthropology, Economic-Geography.
VI	Agronomy, Geography, Pub. Administration.
VII	Economics, Psychology.
VIII	Home Management & Home Nursing, Sociology.
IX	Statistics, Classical Languages, Modern Indian Languages, Modern Foreign Languages.
X	Mathematics.
XI	Music, Business Economics including Business Mathematics.

5. A student of Class XI may offer Music as an Elective /optional elective subject as a part time student of any institution affiliated to either Calcutta University or Rabindra Bharati University or North Bengal Music College (Dhupguri) subject to obtainment of permission from the Council on fulfilment of necessary conditions. A student may also offer Music in any recognised H.S. institution where music is a taught subject.

Admission of students to Class XII

6. Student who discontinued studies after being promoted to Class XII or disallowed in Test Examination in 1982-83 or 1983-84 may be permitted to continue his /her study with the same subjects in Class XII (not in Class XI) this year in the same institution or any other institution on the basis of Transfer Certificate percentage of attendance and internal assessment marks of Class XI provided registration certificate was issued against him /her by the Council. Such Break in studies may be

condoned by the Head of the institution provided he /she is satisfied with the reasons for such break supported by genuine documents such as medical certificate etc. produced by the students.

7. Students of Class XII (1984) coming from other states with Transfer Certificate countersigned by Inspector of Schools or by the authority of the Education Board due to transfer of guardian in service or change of residence may be allowed admission to Class XII with the same subjects provided he /she produces a certificate showing internal assessment marks obtained at the Annual Examination and percentage of attendance in Class XI duly countersigned. In case of students coming from Boards /Universities where there is no system of internal assessment 10% of the marks secured in each subject at the Annual Examination, Class XI be accepted as marks of Internal assessment.

***8.** In consideration of the increasing rush for admission in plus 2 stage, it has been decided to alllow from 1981, the following overall intakes in each of the H.S. Classes.

			Maximum	Minimum
(i)	for School	.....	275	50
(ii)	for College	.....	500	75

Internal Assessment

9. There will be no internal assessment in the following subjects :

(i) Assamese, (ii) Oriya, (iii) Marathi, (iv) Punjabi, (v) Tamil, (vi) Telegu, (vii) Malayalam. (viii) Alternative English, (ix) Modern Tibetan, (x) German, (xi) Russian, (xii) Chinese and external assessment in these subjects will be made on 200 marks each.

Internal assessment marks of 20 as mentioned in the revised Tamil syllabus be treated as cancelled. External assessment will be made out of full marks of 200. Unit break-up of weightage of the same will be communicated shortly.

10. Registration of Students :

All students admitted into Class XI of a recognised institution should immediately apply in the prescribed form for registration of their names with the council on payment of the requisite Registration Fee through the Head of the same institution. Students migrating from other states should pay Migration Fee. Cases of Registration are to be submitted in the prescribed form duly filled in and countersigned with the usual fee of Rs. 5/- latest by 28th February of the year in which the student is in Class XI. Under exceptional circumstances, registration form will be accepted till 31st July of the year in which the student is in Class XII, provided a fine of Re. 1/- paid for each such form.

No Registration Form will be received by the council after this date. The Heads of Institutions are requested to submit Registration Forms in two instalments, one by 28th February of the year in which the student is in Class XI and the other by 31st July of the year in which the student is in Classs XII. Bank draft are to be sent along with the Registration Forms in the same packets. The candidates coming from Bangladesh are not required to submit migration certificate, provided they have obtained Indian citizenship certificate.

Comment : *In Higher Secondary Schools, maximum intake for Classes XI & XII may be upto 275+275 for each academic session if a accommoda ion provides. —Ediutor

No candidate will be allowed to sit at the final Examination if he/she fails to obtain Registration certificate.

11. Change of Elective Subjects :

Candidates may be allowed to change their elective subjects in accordance with the Subject combination stated above in Class XI only within 31st December 1984 if the Head of the Institution thinks it necessary.

The council may, however, allow change of the elective subject(s) to a pupil if his /her performance in the said subject(s) at the annual examination at the end of Class XI is reported by the Head of the Institution within a month to be very unsatisfactory.

Provided, however, the said pupil shall have to prosecute a regular course of studies again from Class XI. Provided further that an unsuccessful candidate of Higher Secondary Examination desiring to change his/her elective subject(s) shall not be allowed re-admission into an institution but may be permitted to appear as external candidate with non-laboratory based subjects on fulfilment of other requisites prescribed for the purpose.

If a candidate after passing the Higher Secondary Examination in the vocational stream courses, desires to prosecute further studies in the courses stipulated for General Stream, he /she may be admitted into Class XII of an Institution within a period of one year of publication of result of the said examination.

Provided such candidate offers the same two languages and three compulsory elective subjects taken up in the vocational stream courses.

12. Offering Lab-Based Subjects :

(a) The students securing less than 45% marks each in Physical Science and Mathematics at the Madhyamik Pariksha or its equivalent examination will not be allowed to offer Physics, Chemistry and Mathematics.

(b) The students securing less than 45% marks in Life Science at the Madhyamik Pariksha or its equivalent examination will not be allowed to offer Bio-Science, Botany, Zoology and Physiology.

(c) The Students Securing less than 45% marks in Mathematics at the Madhyamik Pariksha or its equivalent examination will be allowed to offer Mathematics with subjects other than mentioned in 12(a) above another.

Provided that the students securing 45% marks or above each in Physical Science and Life Science but less than 45% marks in Mathematics at the Madhyamik Pariksha or its equivalent examination, may offer Biological Science, Physics and Chemistry as compulsory elective Subjects and Mathematics as the 4th Elective Subject provided that the combined aggregate score in Physical Science, Life Science and Mathematics is not less than 45%. Besides, a student securing 45% marks or above each in Physical Science and Mathematics but less than 45% marks in Biological Science at their Madhyamik Pariksha or its equivalent examination may offer Physics, Chemistry and Mathematics as compul-

sory Elective Subjects and Biological Science as the 4th elective Subject, provided that the combined aggregate score in Physical Science, Life Science and Mathematics is not less than 45%.

13. Number of Chances :

Any candidate admitted to an examination for the first time and failing to appear or pass in the said examination, shall not be permitted to take fresh admission in any institution but shall be allowed two more chances to pass the examination in the following two consecutive years as continuing or special candidate, as the case may be, in the same courses and syllabuses which he/ she offered in the first chance.

Provided that if he / she fails to pass the examination within the total three consecutive chances, as specified above, whether availing himself /herself of or not, he /she shall be allowed further three consecutive chances of appearing as continuing or special candidate, as the case may be, on the current courses and syllabus prescribed for the said Examination.

Provided further that such candidate offering a laboratory-based subject, shall have to attend practical classes in the same Institution from where he/ she was first sent up for a period of not less than three months before appearing at the examination.

The provision will not be applicable to the candidates who were enrolled as Regular Candidates for the H.S. Examination held earlier than 1980.

To put it more clearly, only those students who were enrolled for the H.S. Examination in 1980 or afterwards as Regular Candidates will be allowed the above mentioned 6(1+2+3) chances altogether.

14. Percentage of Attendance :

In order to be eligible to be sent up as a Regular Candidate for H.S. Examination the attendance of a candidate in Classes XI and XII taken together shall not be less than 70%.

The Heads of Institutions are requested to strictly adhere to the above rule.

Yours faithfully,
A. N. Banerjee (*Secretary*)

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

Application Form For Renewal for Recognition

1. (a) Name of the Institution with Address (Actual Name and Address (Phone No. if any) as written in the recognition letter)

P. O. ....
P. S. ....
Block ....
District ....

(b) Whether the Name and address of the Institution has been changed if, yes, write the changed Name :

2. (a) Whether the Institution is a Co-educational one (whether in normal Section or H.S. Section or both)
   (b) Whether a Matron has been appointed ?
   If so, has she been approved.
   (c) Whether any female member on the teaching staff has been appointed ;
   If so, has she been approved.

Application for Renewal of recognition should be submitted will ahead of the expiry of the existing term of recognition.

3. (a) Date of first recognition to impart lessons in G.S./ VOC. Stream or both with Memo No. and Date.
   (b) Date of last renewel of recognition granted upto-.... Memo No. .... Dated ....
   (c) If any conditional extension has been granted ? If so state the conditions and how far have been fulfilled—

4. (a) Statement of Subjects approved by the Council at the time of 1st recognition.
   (i) Language Subjects ;
   (ii) Non-Lab based Subjects ;
   (iii) Lab-based Subject ;
   (iv) What is /are the medium of Instructions in the Institution ?

5. (a) Particulars of Subjects introduced afterwards with the approval of the council. Memo No .... Date ....
   (i) Language Subjects ;
   (ii) Non-Lab-based Subjects ;
   (iii) Lab-based Subjects.

No Subject can be introduced without permission of the Council

6. No. of pupils enrolled for each elective Subject for the year 1984. (both Classes XI and XII) Separately.

7. No. of Pupils enrolled for each Language Subject— (Please Mention the Group)

8. Whether Subscriber of Samsad Parichiti

9. State if the Guidelines for Admission of Students to the Plus Two (+2) Courses for a particular Session as prescribed by the Council are strictly followed. Any admission in deviation of the guidelines will be viewed with displeasure.

10. (a) Has the Institution a building of its own ?

(b) No. of rooms engaged for H.S. Section with specification.

(c) Accommodation for Lab-based Subjects.

Name of the Subject	Measurement	No. of pupils working at a time
TOTAL	________	________

11. (a) Particulars of Enrolment :–
(Mentioning the Main Shift)

YEAR & Shift	XI							XII						
	Non-Lab-based		Lab-based		Voc/Area to be ins.		Total	Non-Lab-based		Lab-based		Voc/Area to be ins.		Total
	M	F	M	F	M	F		M	F	M	F	M	F	
Day														
1981-82														
1982-83														
1983-84														
1984-85														
Morning														
1981-82														
1982-83														
1983-84														
Evening														
1981-82														
1982-83														
1983-84														
TOTAL														

(b) Has your Institution introduced ? — Morning / Day / Evening Shift in the same building (Yes / No) with the permission of the Council- if so please state

No .... Date ....

(c) Instructional time spary followed by the Institution ....

12. (a) Whether any additional number of Seat has been sanctioned in addition to your normal seat 500 in case of College and 275 in case of School ....

(b) If so, please state the additioal Numbers sanctioned (with sanctioning order No. and date) ....

13. If the School has a separate building for H.S. Section please state the nature of land (Purchased or Donated)

14. Whether applications for Registration of the students admitted in Class XI 1984 have been submitted within 3 months from their date of admission ....

15. Particulars of staff in the following proforma :
Normal, H.S. both.

(1)	(2)	(3)	(4)	(5)	(6)	(7)
Sl. No.	Name of Teacher	Date of appt.	Qualification (Subject to be mentioned in case of Hons. and M.A./ M.Sc./M.Com.	Subjects taught	Date of approval with order No.	Whether part time or full time

16. **MANAGEMENT**

(a) Whether the sponsoring Institution is under a duly constituted Managing Committee / Governing Body / Administrator / Adhoc Committee.

(b) Date of constitution / reconstitution of Managing Committee Body or date of appointment of Administrator / Ad-hoc Committee.

(c) Name of office-bearers of the Managing Committee / Governing Body / Ad-hoc Committee / Name of Administrator.

17. Results of the Higher Secondary Examination. (Separate sheet may be used for Col.-4).

Year	No. of Students enrolled				No. of Students appeared				No. of Students passed with percentage / Division			
1	2				3				4			
	Gen.		Voc / Tech.		Gen.		Voc / Tech.		Gen.		Voc / Tech.	
	M	F	M	F	M	F	M	F	M	F	M	F
1982 Reg.												
C.C.												
Spl.												
1983 Reg.												
C.C.												
Spl.												
1984 Reg.												
C.C.												
Spl.												
Total												

Signature
Head of the Institution
with Seal
Date ....

Signature
Secretary/Administrator/Principal/
Headmaster/Headmistress
Date ....

OBSERVATIONS:

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

No : HSC/158/85/Secy Date : 30.4.1985

From : The Secretary,
West Bengal Council of
Higher Secondary Education.

To : All Heads of Institutions recognised by the
West Bengal Council of H.S. Education.

Dear Sir/Madam,

The undersigned is directed to invite your kind attention to the following :

It has of late been unearthed that many a student in some districts of West Bengal have managed to secure admission to different Higher Secondary Institutions on production of faked up marksheets of Madhyamik Examination. Necessary steps are being taken at this end against such irregular admissions.

In order to guard against such malpractice you are requested to take the following precautions.

(a) At the time of admission please check up the provisional Gazette published by the West Bengal Board of Secondary Education. If it is found that the Roll Number of the student seeking admission to Class XI has not occured in the said Gazette the matter may please be referred to the Board for verification.

(b) If any case of forgery is detected at your end at the time of admission it may be referred to the local police station and a copy of the F.I.R. be sent to the Secretary, West Bengal Council of Higher Secondary Education.

(c) If any doubt arises in case of any migrating students, it will be at once referred to the Council for instruction.

(d) In all cases where there is room for doubt as to the authenticity of the testimonials produced by the candidates the matter will be first settled in consultation with the concerned authority.

Your active co-operation in this regard is earnestly solicited.

Yours faithfully,
(A. Banerjee)
Secretary

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

CONDITIONS TO BE FULFILLED BY THE RECOGNISED INSTITUTIONS

1. The Institution shall have Managing Committee duly reconstituted in accordance with the rules and orders issued by the Government on that behalf.

2. The Institution shall have on its staff, adequate number of qualified teachers to teach the subjects introduced.

3. The Institution shall provide adequate laboratory facilities for the purpose of teaching the subjects with practicals.

4. The Institution shall equip the Library with such books and publications as may be specified by the council from time to time.

5. The Institution shall make necessary arrangements for programmes of specified activities.

6. The Institution shall provide suitable arrangement for Drinking Water and Sanitation for the pupils, teachers and staff of the Institution.

7. The Institution shall not admit pupils more than that specified by the Council.

8. The Institution shall impart Instruction in such courses of study as may be permitted by the Council from time to time.

9. The Institution shall maintain a Reserve Fund of Rs. 8,000/- (Rupees eight thousand only)

10. In case of co-educational Institution provision shall have to be made for appointment of atleast on Lady Teacher / Matron.

11. The Institution shall provide suitable accommodation for holding classes, for Laboratories and for Library including Reading Room as prescribed by the Council which is specified below :

(a) Class room size should not be less than 500 sq. ft. each for 50 pupils.

(b) Laboratory space should be approximately 500 sq. ft.

(c) Library room should have a space of not less than 500 sq. ft. with Reading room preferably attached to the Library.

12. The Institutions recognised by the council for a specified period should apply for extension of recognition if desired atleast 3 months before expiry of the same period. If no application for renewel is received by the council within the specified period, the recognition granted to the Institution may automatically cease after the period.

13. If any institution recognised by the council fails to commence teaching of H.S. course within the period for which recognition has been granted to it the recognition will be deemed to have been withdrawn if the council does not decide otherwise.

14. The institution shall arrange for a total number of 39 periods of 45 minutes each per week. Holding of classes either in the morning or in the Evening shall nt be allowed unless it is so permitted by the council in isolated cases on special grounds purely as a temporary measure.

15. Minimum number of pupils for a particular subject shall not be below 10.

16. Minimum number of pupils required to be enrolled by an institution for all subjects in general stream course shall be 50 and 75 in respect of school and college respectively.

17. The institution will allow the council to use its buildings, furniture etc., for examination and other academic purposes and that the institution will co-operate with the council in respect of the above matters.

18. The institution will collect relevant circulars regarding admission, migration, registration etc. from the Academic Section and relevant circulars regarding examinations from the Examination Section and the institution shall subscribe for **"SAMSAD PARICHITI"** in which such circulars are regularly published.

19. The institution will abide by rules, regulations and provisions of the circulars of the council issued from time to time.

20. The provisional recognition accorded to the institution may be cancelled / withdrawn / kept in abeyance if the institution fails to fulfil the conditions already laid down and to be laid down from time to time by the council.

A. Banerjee
Secretary
W.B.C.H.S.E.

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

No. F/914(17)/Secy/86 Date 4.4.86

From : The Secretary,
W.B. Council of H.S. Education

To : The Headmistress,
Kaligati Smriti Nari Sikshaniketan (Independent)
P.O. Suri, Birbhum.

Sub : Composition of a Managing Committee for each plus two (Independent) Institution recognised by W.B. Council of Higher Secondary Education.

Dear Sir,

With reference to the above subject I would like to inform you that composition of a Managing Committee for each plus two (Independent) Institution recognised by W.B. Council of Higher Secondary Education has duly been approved under G.O. No. 15-Edn (H.S.) dt. 18th February, 1986 in the following manner for a period of three years w.e.f, the date of issue of above orders or until further orders whichever is earlier. I would like to request you to please take immediate steps for the constitution of the Managing Committee and approach for placement of Government Nominee and Council's representative to the respective authorities.

Yours faithfully,
Sd/- A. Banerjee
Secretary

Composition of the Managing Committee :

1.	Headmaster (Secretary to the Meeting)	1
2.	Teacher's Representative	2
3.	Non-teaching Staff representative	1
4.	Government Nominee	1
5.	Council's Representative	1
6.	Guardians' Representatives (To be co-opted by the members of the commitee)	2
7.	Person interested in Education (To be co-opted by the members at it first meeting preferably from among the sponsors)	1
		9

WEST BENGAL COUNCIL OF
HIGHER SECONDARY EDUCATION
BIKASH BHABAN

No. L/Secy/151 Date : 1.12.86

From : The Secretary,
W.B. Council of H.S. Education.

To : The Heads of All Recognised Higher Secondary Institutions.

Sub : Clarification on the Examination Regulations Number of chances and syllabus.

Sir/Madam,

With reference to the above subject I would like to inform you that there has reportedly been some confusion as to the number of times a continuing or special candidate is entitled to appear at the Higher Secondary Examination in the same courses and sullabi with which he/she appeared first. Quoted below is the relevant portion of the Examination Regulations in this regard.

"Any candidate admitted to an examination for the first time and failing to appear or pass in the said examination, shall not be permitted to take fresh admission in any institution but shall be allowed two more chances to pass the examination in the following two consecutive years as continuing or special candidate, as the case may be, in the same courses and syllabuses which he/ she offered in the first chance".

"Provided that if he/she fails to pass the examination within the total three consecutive chances, as specified above, whether availing himself/herself of or not, he/she shall be allowed further three consecutive chances of appearing as continuing or special candidate, as the case may be, on the current courses and syllabuses prescribed for the said examination."

In short, a candidate will be allowed two.successive years to appear in the syllabus in which he/she appeared/was due to appear first time. Further chances will be allowed to a candidate for 3 more consecutive years to appear in the Continuing or Special category as the case may be, in the current syllabus. That is, 1+2 consecutive years (in old syllabus) + 3 consecutive years (in current syllabus).

To give an illustration : a candidate who appeared / but got plucked or was enrolled but did not appear for the first time in 1984 will enjoy the same syllabus upto 1986. He will have to appear in 1987, 1988 and 1989 in the current syllabus.

Yours faithfully,
(A. Banerjee)
Secretary

GOVERNMENT TO WEST BENGAL

Education Department

H. S. Branch

No. $\frac{27-\text{Edn (HS)}}{3S-7/87}$ Dated, Calcutta, the 12th May, 1987

From : Shri S. K. Ghosh
Deputy Secretary to the Govt. of West Bengal.

To : The Secretary
Alumni Association,
Certificate of Proficiency Course,
Burdwan University P.O. Khanyah, Dist. Hooghly

Sub : *Declaration of the Certificate of Proficiency Course from the Burdwan University as equivalent to regular Hons. Degree of any recognised University.*

Sir,

I am directed to refer to your letter dated 4.2.87, and letter dated 11.3.87, on the subject mentioned above and to say that Govt., after due consideration of the proposal contained therein, regrets its inability to modify the decision already conveyed to you in this Department letter No. 158-Edn (HS) dated $\frac{14.10.80}{25}$ Director of School Education, West Bengal is, however, being requested to instruct all concerned to follow the decision contained therein at the time of selection of selection of teachers for appointment in Higher Secondary Schools of this State.

Yours faithfully,
Sd/- S. K. Ghosh *(Deputy Secretary)*

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

No. HSC/3/Secy/87 Date : 29.6.87

From : The Secretary,
W.B. Council of H.S. Education.

To : The Heads of All Recognised Higher Secondary Institutions.

Sub : *Instructions for Deposit of different type of fees etc.*

Sir/Madam,

Till today, the Council accepts the payments on account of the following either by Bank Drafts or Indian Postal Order. The system is being discontinued from this Academic Session (1987- 88).

The Council is going to introduce a revised system of acceptance of payments.

1. H.S. Registration Fees.
2. H.S. Examination Fees (Regular).
3. H.S. Examination Fees (External Test & Final).
4. Post Publication of Scrutiny Fees.
5. Fees for Duplicate Marksheets / Registration Certificate / Admit Card.
6. Fees Migration Certificate.
7. Journal Subscription.
8. Any other payment.

   1. The revised system provides that the recognised institutions of the Council and individuals shall make deposits of the requisite fees in prescribed pay-in-slip in Form No. 4(a) to the branches of S.B.I., located nearer to the institutions with the prescribed time limit as decided by the Council from time to time.

2. The Collecting Branches of S.B.I. (list given on overleaf) will accept the deposits on account of the aforesaid fees and subscriptions in Form No. 4(a) which shall be in quadruplicate having the words Original, Duplicate, Triplicate and Quadruplicate written in red ink on the first, second, third and fourth parts respectively. The recognised institutions of the Council shall have to collect these pay-in-Slips either from the office of the Council or from the Collecting Branches. The original and duplicate shall be retained by the Bank and the triplicate and quadruplicate shall be made over to the institution. The triplicate copy of the Pay-in-Slip will have to be submitted along with relevant forms to the Council and the remaining part will be retained by the institution for their future reference.

In this connection, the Heads of Institutions are requested kindly to make themselves sure of the exact amount of deposits so that there should not arise any question of confusion.

Further it may be stated that if they experience difficulty in the aforesaid matter, they may get in touch with Sri S.K. Kundu, Accounts Officer, Bikash Bhawan, North & East Block (2nd Floor), Salt Lake, Calcutta - 700 091.

Yours faithfully,
Sd/- A.N. Banerjee, (*Secretary*).

List of Branches of State Bank of India in West Bengal entrusted for the collection of different sorts of receipts.

DISTRICT	BRANCHES
24-Parganas (North)	1. Bangaon 2. Basirhat 3. Barrackpore 4. Barasat 5. Gobardanga
24-Parganas (South)	1. Baruipur 2. Canning 3. Diamond Harbour 4. Rajpur
Howrah	1. Howrah 2. Uluberia 3. Amta 4. Deulty
Murshidabad	1. Lalbagh 2. Berhampore 3. Kandi 4. Dumkal 5. Plassey
Malda	1. Malda
Nadia	1. Ranaghat 2. Krishnagar 3. Kalyani 4. Nabadwip
Hoogly	1. Serampore 2. Arambagh 3. Chandernagore 4. Chinsurah 5. Uttarpara 6. Tarakeswar
Burdwan	1. Burdwan 2. Asansol 3. Chittaranjan 4. Durgapur 5. Katwa 6. Kalna 7. Raniganj
Birbhum	1. Suri 2. Bolpur 3. Rampurhat 4. Nalhati
Jalpaiguri	1. Jalpaiguri 2. Alipurduar 3. Mal 4. Falakata

DISTRICT	BRANCHES	DISTRICT	BRANCHES
Bankura	1. Bankura 2. Bishnupur 3. Sonamukhi	West Dinajpur	1. Balurghat 2. Islampur 3. Raiganj 4. Kaliaganj
Purulia	1. Purulia 2. Adra 3. Raghunathpur	Cooch Behar	1. Cooch Behar 2. Dinhata
Midnapore	1. Midnapore 2. Contai 3. Macheda 4. Tamluk 5. Ghatal 6. Kharagpur 7. Jhargram	Darjeeling	1. Siliguri 2. Darjeeling 3. kalimpong 4. kurseong
		Calcutta	1. Sealdah 2. Shyambazar 3. Hazra Road 4. Bikash Bhawan

G.O.C. Branch for the election of PPS fees etc. only.

N.B.— The recognised institutions of the Council located within the administrative jurisdiction of Mathabhanga, Mekhliganj and Tufanganj Sub-Division, Cooch Behar District are required to make the requisite deposits to the Cooch Behar Branch of State Bank of India.

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT

Higher Secondary

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION (ADMISSION AND ALLIED MATTERS) REGULATION, 1987

NOTIFICATION

The following regulations made by the West Bengal Council of Higher Secondary Education under sub-section (3) read with clauses (d), (b) and (k) of sub-section (2) of section 21 of the West Bengal Council of Higher Secondary Education Act, 1975 (West Bengal Act VIII of 1975), which the Government has been pleased to approved under sub-section (4) of section 21 of the said Act, are hereby published as required by sub-section (5) of that section :—

Regulations

1. Short title and Commencement

(a) These regulations may be called the West Bengal Council of Higher Secondary Education (Admission and Allied Matters) Regulations, 1987.

(b) They shall come into force from the date of their publication in the official Gazette.

2. Definitions :

In these regulations, unless ther is anything repugnant in the subject or context :—

(a) "the Act" means the West Bengal Council of Higher Secondary Education Act, 1975 (West Ben. Act VIII of 1975) :

(b) "Admission" means admission at the 2 stage i.e. under new pattern of education of 2 year Higher Secondary Courses which came into effect from July, 1976 in West Bengal ;

(c) "Admission Committee" means a committee constituted under sub-section 1 of section19 (Chapter IV) of the Act to deal with all matters relating to admission ;

(d) "All India Authority" means any authority included in annexure I under regulation 4 ;

(e) "Madhyamik Pariksha" means public examination held at the end of 10-Class under the 10+2+3 pattern of education conducted by the West Bengal Board of Secondary Education ;

(f) "Migrating Student" means student migrating from other state ;

(g) "Registration" means registration of a student under the 2 Courses of studies under West Bengal Council of Higher Secondary Education for being eligible to appear at the Higher Secondary Examination ;

(h) "Registration Number" means the number allotted to a candidate of Higher Secondary Examination as per registration register maintained by the Council;

(i) "State Authority" means any authority included in Annexure II under regulation 4 ;

(j) "Transfer" means transfer of a student from one recognised Higher Secondary Institution to another recognised Higher Secondary Institution on valid transfer certificate.

Words and expressions used in these regulations but not defined shall have the same meaning as in the Act.

3. Appeal

The decision of the Admission Committee in all matters dealt with by it shall be final provided however an appeal from such decision shall lie to the Council if filed by the party aggrieved within 15 days from the date of the order of the admission.

4. Admission of students to Class XI

(a) Successful candidates of the Madhyamik Pariksha conducted by the West Bengal Board of Secondary Education or its equivalent may be admitted into Class XI within 4 months from the date of publication of result or 30th November of the year whichever is earlier. The Council reserves the right to extend the date under special circumstances.

(b) Candidates who have passed the final examination conducted by a Secondary/Higher Secondary Board or authority other than the West Bengal Board of Secondary Education may also be allowed admission into Class XI on the basis of equivalence with the Madhyamik Pariksha conducted by the West Bengal Board of Secondary Education. The Council reseves the right to refuse any such admission if on scrutiny it is not satisfied with the equivalence. Such scrutiny shall be made on (i) Regular Course of studies

(ii) subject package (iii) Total marking weightage (iv) Syllabus followed and such other norms and factors as the Admission Committee shall deem necessary to consider :

The list of such All Indian authorities and State authorities are given below :

ANNEXURE I (All India Authorities)

(i) Central Board of Secondary Education—New Delhi.

(ii) The Council for the Indian School Certificate Examination —New Delhi.

ANNEXURE II (State Authorities)

	State	Name of Authority
1.	West Bengal	West Bengal Board of High Madrasah.
2.	Kerala	Board of Secondary Education, Trivandrum.
3.	Maharashtra	Maharashtra State Board of Secondary Education.
4.	Karnataka	Board of Secondary Education, Bangalore.
5.	Gujrat	Board of Secondary Education, Ahmedabad.
6.	Andhra Pradesh	Board of Secondary Education, Hyderabad.

(c) The students coming from other authorities not specified in Annexures I and II above shall be required to obtain prior permission of the Council before admission into Class XI. Admission of such students without the permission of the Council shall be unauthorised and such students shall not be entitled to appear at the Higher Secondary Education.

(d) The students coming from Gram Binodini (Allahabad). Sahitya Sammelan (Prayag), Hindi University (Benaras) and Andhra University which are not regarded equivalent shall not be allowed admission.

(e) The students who have not prosecuted regular course of studies in Higher Secondary Institutions affiliated under the Council for three academic years from the last qualifying examination shall not be allowed admission to Class XI and shall not be allowed to appear at the Higher Secondary Examination as regular students. But such students may appear as external candidates with non-laboratory based subjects if they so desire.

(f) The students who discontinued their studies after admission into Class XI and not promoted to Class XII may be allowed admission into Class XI, within 3 successive years from the date of discontinuance of studies. The period of break of studies may be condoned by the institution provided the authorities are satisfied that the break was caused by good and satisfactory reasons. The head of the institution shall submit a certificate to that effect at the time of submission of the forms for Reigistration.

(g) In case of a student who has qualified in the School Leaving Certificate Examination of foreign authorities other than Bangladesh may be allowed admission within the period as stipulated in regulation 4(a) with the prior permission of the Council. The Council shall accord permission after determining the equivalence of Examination and if necessary after getting specific comments of the High Commission of India.

(h) The students coming from Bangladesh may be allowed admission within the stipulated time after determination of the equivalence of their last qualifying examination with the Madhyamik Pariksha conducted by the West Bengal Board of Secondary Education. Prior permission of the Council shall have to be obtained. Such students must obtain Indian Citizenship Certificate or Student visa.

5. Admission of students on Transfer

Admission of a student on the basis of Transfer Certificate may be allowed within the 31st January of the year in which a student is in Class XI with the same subjects and within three months from the commencement of the session of Class XII i.e. within the 30th September of the year in which a student is in Class XII. In case of admission in Class XII on transfer the Head of the Institution shall note that the student must offer the same subjects he/she had studied in the previous institution and the Head of the Institution issuing transfer certificate must issue certificate showing percentage of attendance in Classes XI and XII subject wise and also stating if the candidate applied for Registration or not.

6. Separate Syllabus for Group A and Group B Languages in General Stream Courses.

(a) From 1984-85 session onwords separate syllabi for Group A and Group B Languages had been introduced.

A student is to study two languages, at this stage—one from Group A and the other from Group B. One of the languages must be English.

Under Group A there are 15 (fifteen) Languages : (1) Bengali, (2) Nepali, (3)Santali, (4) Hindi, (5) Urdu, (6) Assamese, (7) Oriya, (8) Tamil, (9) Telegu, (10) Malayalam, (11) Marathi (12) Gujrati (13) Punjabi (14) English and (15) Modern Tibetan. A student shall have to offer any one of the above fifteen languages under Group A. In offering any language under Group A a student is required to read it as the first language at the lower level examination or its equivalent examination instituted by the West Bengal Board of Secondary Education or any other authority recognised by the Council.

A student shall have to offer another language as Group B. Under Group B there are at present five languages : (1) English, (2) Bengali, (3) Hindi (4) Alternative English and (5) Nepali..

A student may offer one language under Group B provide that he/she had studied that language (as 2nd or Group B language) at the lower level examination.

A student who takes English as Group A will have to take either Bengali, Hindi, Nepali or alternative English as Group B language subject to the condition that alternative English shall be allowed only to a student who has not offered any of the languages other than English as specified under Group A languages in his lower level examination the passing of which makes him/her eligible for admission on the Higher Secondary Courses of the Council.

(b) The Council has prescribed the following nine groups of Elective Subjects in General Stream Courses. Candidates can offer three compulsory Elective Subjects only and for this purpose make choice of one subject only from one group and one Optional Elective Subject from any other group.

Group	Subjects
I	Physics, Nutrition, Business Organisation, Education.
II	Bio-Science, Botany, Zoology, Physiology, Home Management and Home Nursing, Business Economics including Business Mathematics.
III	Chemistry, History, Accountancy.
IV	Geology, Pol. Science, Public Administration, Sociology.
V	Fine Arts and Crafts, Anthropology, Economics.
VI	Psychology, Philosophy, Economic Geography, Geography.
VII	Statistics, Classical Languages, Modern Foreing Languages, Agronomy.
VIII	Mathematics.
IX	Music.

Classical Languages (a) Sanskrit, (b) Pali. (c) Persian (d) Arabic. Modern Foreign Languages (a) French, (b) German, (c) Russian, (d) Chinese.

(c) A student of Class XI may offer music as an Elective or optional elective subject even if music is not a taught subject in his/her institution. In that case he/she shall have to study music as a part time student of any recognised H.S. Institution having music as a taught subject or of any institution affiliated to either Calcutta University or Rabindra Bharati University having provision to teach music according to the prescribed syllabus to the +2 courses of study subject to the obtainment of permission from the Council on fulfilment of necessary conditions.

Notwhithstanding what has been contained above specific recommendation of the Head of the parent institution on the arrangement is a must as keeping of record on the performance of a student in music studied elsewhere shall be the responsibility of the parent institution.

7. Vocational Stream Courses.

(a) **Languages for Vocational Stream Courses :**

A student is to study 2 languages as the 2 stage of Vocational Stream Courses—one from Group A and the other from Group B. One of the languages must be English. Under Group A there are 5 languages : (1) Bengali, (2) Nepali. (3) Hindi, (4) Urdu, and (5) English.

Under Group B there are three languages : (1) English or if English has been offered as one of the languages under Group A; (2) Bengali or (3) Hindi.

As to the eligibility of offering 2 languages in group A and group B the guidelines as contained in regulation 6(a) should be strictly followed.

(b) **Elective subjects for Vocational Stream Courses :**

A student is required to choose three Elective Subjects of one paper each from amongst the following subjects : (1) Physics, (2) Chemistry, (3) Biological Science, (4) Mathematics, (6) Business Economics including Business Mathematics, (6) Business Organisation, (7) Accountancy, and (8) Economic Geography.

(c) **Vocational Subjects :**

The following broad areas have at present, been selected for the Vocational Stream at the 2 course : (a) Agriculture, (b) Industry, (c) Technical and (d) Trade and Commerce.

A student is to select any one areas or two areas as specified above.

(d) **Distribution of marks :** Distribution of marks is as follows :—

		Theory	Practical
(A)	2 Languages		200
(B)	3 Elective Subjects		300
(C)	One area	Theory	Practical
		200	300
	Two Areas :	300	200
	Total marks	1000 (Thousand)	

8. Admission of student in Class XII

Student who discontinued studies after being promoted to Class XII or disallowed in the Text Examination may be permitted to continue his/her study with the same subjects in Class XII (not in Class XI) within 3 years (Academic Sessions) in the same institution or any other institution on the basis of Transfer Certificate and percentage of attendance of the previous class i.e., Class XI provided registration certificate was issued against his / her by the Council. Such break in studies may be condoned by the Head of the Institution provided he/she is satisfied with the reasons for such break supported by genuine documents.

Student of Class XII coming from other states with transfer certificate duly countersigned by the District Education Officer or by the authority of the Education Board due to transfer of guardian in service or change of residence may be allowed admission in Class XII with the same subjects provided he/she produces a certificate showing percentage of attendance subjectwise in Class XI duly countersigned and progress report on academic performance. Such admission requires permission of the Council and shall be allowed within the 30th September of the year in which a student is in Class XII.

9. Seat Limit

In consideration of the increasing rush for admission in plus 2 stage it has been decided to allow the following overall intakes in each of the Higher Secondary Classes :-

(i)	for school	Maximum 275;	Minimum — 50 and
(ii)	for College	Maximum—500;	Minimum—75.

The Council reserves the right to relax theabove limit in exceptional circumstances.

10. Registration of students

All students admitted into Class XI of a recognised institution should immediately apply in the prescribed form for registration of their names with the Council on payment of the requisite registration fee through the Head of the some institution. Students migrating from other states should pay migration fee. Cases of registration are to be submitted in the prescribed form duly filled in and countersigned with he usual fee of Rs. 5.00 latest by the 28th February of the year in which

a student is in class XI. Under exceptional circumstances registration form shall be accepted till the 31st July of the year in which a student is in class XII provided a fine of Re. 1.00 is paid for each such form. The Council reserves the right to extend this date in exceptional circumstance on the specific declarations of the Head of the institutions. The Heads of the institutions is to submit registration forms in two instalments One by the 28th February of the year in which the students are in Class XI and the other by the 31st July of the year in which the students are in Class XII. Bank Drafts are to be sent along with the registration forms in the same packets. Bank Drafts are to be addressed to "West Bengal Council of Higher Secondary Education".

11. Registration of Migrating Students :

A student migrating from other state shall apply in the prescribed form for registration certificate within the time schedule as contained in regulation 10. A student coming from the Board of Secondary Education not specified in Annexures I and II of regulation 4 must enclose a copy of prior permission of the Council along with the form for registration duly filled in for a migratin student. No candidate shall be allowed to appear at the Higher Secondary Examination if he/she fails to obtain registration certificate.

12. Charge of Elective Subjects :

A student may be allowed to change any elective subject(s) offered by him/her at the time of admission in accordance with the subject combinations stated in regulation 6(b) in Class XI only within a period of 3 months from the date of admission or within the 31st December of the year whichever is earlier if the Head of the Institution is satisfied with the reasons therefore.

The Council may, however, allow change of elective subject(s) to a student if his/her perfomance in the said subject(s) at the annual examination at the end of Class XI is reported by the Head of the Institution within a month to be very unsatisfactory :

Provided, however, the said pupil shall have to prosecute a regular course of studies again from Class XI :

Provided further that an unsuccessful candidate of Higher Secondary Examination shall not be allowed re-admisssion into an institution but may be permitted to appear as external candidate with non-laboratory based subjects on fulfilment of other requisites prescribed for the purpose.

13. Admission of Higher Secondary Examination passed candidate in vocational Stream Courses into General Stream Courses :

If a candidate after passing the Higher Secondary Examination in the Vocational Stream Courses, desires to prosecute further studies stipulated for the general stream courses, he/she may be admitted into Class XII of an institution within a period of one year of publication of result of the said examination.

Provided that such candidate offers the same two language subjects and three compulsory subjects taken up in the Vocational Stream Courses.

14. Eligibility of offering Chemistry, Physics, Biological Science and Mathematics for General Stream Courses :

(a) The Students securing less than 45 per cent marks each in Physical Science and Mathematics at the Madhyamik Pariksha or its equivalent examination shall not be allowed to offer such compulsory Elective combination of subjects as Physics, Chemsitry and Mathematics.

(b) The students securing less than 45 per cent in the Life Science at the Madhyamik Pariksha or its equivalent examination shall not be allowed to offer Bio-Science, Botany, Zoology and Physiology.

(c) The students securing less than 45 per cent marks in Mathematics at the Madhyamik Pariksha or its equivalent examination shall be allowed to offer Mathematics with other compulsory Elective combination than that stated in regulation 13(a) above :

Provided that the students securing 45 per cent marks or above each in Physical Science and Life Science but lkess than 45 per cent marks in Mathematics at the Madhyamik Pariksha or its equivalent examination may offer Biological Science, Physics and Chemistry as compulsory elective subjects and mathematics as the 4th score in Physical Science, Life Science and Mathematics with other compulsory Elective combination than that state in regulation 13 (a) above :

Provided that the students securing 45 per cent marks or above each in Physical Science and Life Science but less than 45 per cent marks in Mathematics at the Madhyamik Pariksha or its equivalent examination may offer Biological Science, Physics and Chemistry as compulsory elective subjects and Mathematics as the 4th optional. Elective subject provided that the combined aggregate score in Physical Science, Life Science and Mathematics is not less than 45 per cent. Besides a student securing 45 per cent or above each in Physical Science and Mathematics but less than 45 per cent marks in Life Sceince at the Madhyamik Pariksha or its equivalent examination may offer Physics, Chemsitry and Mathematics as compulsory Elective Subjects and Biological Sciences as 4th optional Elective subject. Provided that the combined aggregate score in Physical Science, Life Science and Mathematics is not less than 45 per cent.

To put it more clearly a student cannot offer any of the above subjects as 3 compulsory Elective Subjects if the combined aggregate score of Physical Science, Life Science, and Mathematics is less than 45 per cent.

15. Number of Chances :

Any candidate admitted to an examination for the first time and failing to appear in or pass the said examination, shall not be permitted to take fresh admission in any institution but shall be allowed two more chances to pass the examination in the following two consecutive years as continuing special candidate, as the case may be, in the same courses and syllabi which he/she offered in the first chance :

Provided that if he/she fails to pass the examination within the total three consecutive chances as specified above, whether availing himself/herself of the chances or not, he/she shall be allowed further three consecutive chances of appearing as continuing or special candidate, as the case may be on the current courses and syllabi prescribed for the said examination :

Provided further that such candidate offering laboratory based subjects shall have to attend practical classes in the same intitution from where he/she was first sent up for a period of not less than three months before appearing at the examinaiton.

In short, a candidate shall be allowed two successive years to appear in the syllabus in which he/she appeared was due to appear first time. Further chances shall be allowed to a candidate for 3 more consecutive years to appear as continuing or special candidate, as the case may be, on the current syllabus, that is, +2 consecutive years (on the old syllabus)+3 consecutive years (on the current syllabus).

16. Percentage of Attendance :

In order to be eligible to be sent up as a regular candidate for Higher Secondary Examination the attendance in Classes XI and XII taken together shall not be less than 70 per cent.

If any question arises relating to the interpretation of any of these regulations, such question shall be referred to the State Government and the decision of the State Government shall be final.

Sd/- ANILA DEBI
President
West Bengal Council of
Higher Secondary Education

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
Higher Secondary
CORRIGENDA

No. 28/1 Edn. (HS)/3S-19/87-7th April 1988 In the West Bengal Council of Higher Secondary Education (Admission and Allied Matters) Regulations, 1987, published at pages 2081-2087, in Part I of the "Calcutta Gazette, Extraordinary", dated 21st September, 1987.

(1) in the second line of the notification, for "(b)", read '(h)',

(2) in clause (b) of regulation 2, for "2 stage", read "+2 stage" and in clause, (g) of the said regulation, for "2 courses". read " + 2 courses",

(3) in clause (d) of regulation 4, for "equivalent' read equivalent ;

(4) in clause (a) of regulation 7, for "2 stage" read + 2 stage.' and in clause (c) of the said regulation, for "2 course" read "+ 2 course" ;

(5) in the first para of regulation 12, for "therefore", read "therefore" ;

(6) in regulation 14, in the fifth line of the proviso to clause (c), delete the "full-stop" ; between the words "optional" and "Elective" and in the eleventh line of the said proviso, delete the 'semicolon' between the words "subject" and "provided" ;

(7) in the fifth line of last para in regulation 15, for " + 2 consecutive years", read 1 + 2 consecutive years".

ANILA DEBI
President
West Bengal Council of Higher
Secondary Education.

NOTIFICATION

No. 28-Edn(HS)/3S-19/87 7th April 1988. The following amendments made in the West Bengal Council of Higher Secondary Education (Admission and Allied Matters) Regulations, 1987, published at pages 2081-2087, in Part I of the "Calcutta Gazette, Extraordinary", dated the 21st Sept., 1987 (hereinafter referred to as the said regulations), by the West Bengal Council of Higher Secondary Education, under sub-section (3) read with clauses (d), (h) and (k) of sub-section (2) of section 21 of the West Bengal Council of Higher Secondary Education Act, 1975 (West Bengal Act VIII of 1975), which the Government has been pleased to

approved under sub-section (4) of section 21 of the said Act, are hereby published as required under sub-section (5) of that section :

Amendments

In the said regulations–

(1) in regulation 4,

(a) in cluase (c), for the last word "Education", substitute the word "Examination",

(b) in clause (h), for the word "into" in the third line, substitute the word "with",

(2) in regulation 6 -

(a) in serial No. 9 of the third para, for the word "Telugu" substitute the word "Telegu",

(b) in the fifth line of the concluding para of clause (a), for the word "his" substitute the words "his/her" ;

(3) in the seventh line of the first para of regulation 8, for word "his", substitute the word "him" ;

(4) in regulation 10,

(a) in the twelfth line for the word "is", substitute the word "are" ;

(b) for the concluding two sentences "Bank Drafts" are to be sent alongwith the registration forms in the same packets.

"Bank Drafts are to be addressed to West Bengal Council of Higher Secondary Education", substitute the sentence "Fees shall be deposited in the manner provided at the bottom of registration form."

(5) (a) in the concluding line of clause (c) in regulation 14, for the figures, letter and brackets "13(a)", substitute the figures, letter and brackets "14(a)" ;

(b) in the fifth line of regulation 15, insert the word "or" between the words "continuing" and "Special".

These amendments shall be deemed to have taken effect from the 21st September, 1987.

ANILA DEBI
President
West Bengal Council of Higher
Secondary Education.

GOVERNMENT OF WEST BENGAL

Education Department

H.S. Branch

No.79–Edn((H.S) Dated, Calcutta, the 15/17th July, 1989.

From : Shri H.P. Mukhopadhyaya, IAS,
Joint Secretary to the Govt. of West Bengal.

To : The Director of School Education, West Bengal
6 Bhawani Dutta Lane, (Top Floor),
Calcutta 700 073.

The undersigned is directed to say that it has been reported to this department that some Higher Secondary Schools have fixed norms of their own for admission into Class XI which are higher than those specified in the Admission Regulations of the West Bengal Council of Higher Secondary Education and as a result, SC/ST students are being deprived of the benefit of admission into those schools in seats reserved for them.

Regulation 14 of the West Bengal Council of Higher Secondary Education (Admission and Allied Matters) Regulations 1987 read as follows :-

Eligibility of offering Chemistry, Physics, Biological Science and Mathematics for General Stream Courses : (a) The students securing less than 75 per cent marks each in Physical Science and Mathematics at the Madhyamik Pariksha or its equivalent examination shall not be allowed to offer such complusory Elective combination of subjects Physics, Chemistry and Mathematics.

(b) The students securing less than 45 per cent in the Life Science at the Madhyamik Pariksha or its equivalent examination shall not be allowed to offer Bio-Science, Botany, Zoology and Physiology.

(c) The students securing less than 45 per cent marks in Mathematics at the Madhyamik Pariksha or its equivalent examination shall be allowed to offer Mathematics with other compulsory Elective conbination than that stated in regulation 14(a) above :

Provided that the students securing 45 per cent marks or above each in Physical Science and Life Science but less than 45 per cent makrs in Mathematics at the Madhyamik Pariksha or its equivalent examination may offer Biological Science, Physics and Chemistry as compulsory elective subjects and Mathematics as the 4th optional. Elective subject provided that the combined aggregate score in Physical Science, Life Science and Mathematics is not less than 45 per cent. Besides a student securing 45 per cent for above each in Physical Science and Mathematics but less than 45 per cent marks in Life Science at the Madhyamik Pariksha or its equivalent examination may offer Physics, Chemistry and Mathematics as compulsory Elective subjects and Biological Sciences as 4th optional Elective subject. Provided that the combined aggregate score in Physical Science and Mathematics is not less than 45 per cent.

To put it more clearly student cannot offer any of the above subject as 3 complusory Elective subjects if the combined aggregate score of Physical Science, Life Science and Mathematics is less than 45 per cent.

He is, accordingly, requested to instruct all Govt./Government Sponsored/non-Government aided Higher Secondary Schools to admit SC/ST students into Class-XI within their respective quota strictly in accordance with the norms prescribed in the Admission Regulations and the order of merit of the S.C. & S.T. students seeking admission in Class XI.

Sd/- H.P. Mukhopadhyay (Joint Secretary).

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
H. S. BRANCH

No. $\frac{\text{84 – Edn (HS)}}{\text{33 – 32/89}}$ Dated, Calcutta, the 27th July, 1989

From : Sri H. P. Mukhopadhyay IAS,
Joint Secretary to the Govt of West Bengal

To
The Secretary (W.B.C.H.S.E.)

Sub : *Approval of the State Govt. regarding constitution of Admission committee.*

Sir,

I am directed to refer to your letter No. 1283/OSDSD/89 dated 26.6.89 on the Subject mentioned above and to say that the State Government in the Education Department approves, in accordance with the provision under Section 19(f) of the West Bengal Council of H.S. Education Act, 1975, of the Admission committee consituted by the Council with the following 7 (seven) members :-

1)	President of the council	Chairman
2)	Secretary of the Council	Member
3)	Officer on Special Duty (Academic) of the council	Member
4)	Director of School Education (Member of the council)	Member
5)	Shri Netai Ganguly (Member of the Council)	Member
6)	Shri Shyamapada Ghosal (Member of the Council)	Member
7)	Shri Sunil Bose (Member of the Council)	Member

Yours faithfully
H. P. Mukhopadhyay
Joint Secretary

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

No. 1480 (1600)/OSD/SD/89 Date : 31.8.89

From : The Secretary,
W.B. Council of H.S. Education.

To : The Heads of all Higher Secondary Institutions.

Sub : *Partial modification of Admission Regulation, 1987 in respect of Serial 6 (a).*

Dear Sir/Madam,

With reference to the above subject I would like to inform you that a partial modification has been made in respect of Serial 6(a) of the Admission Regulation, 1987. This has approval of the State- Government in the Department of Education. The change is made effective from the current academic session, 1989-90.

The modification stands as follows :

(Modification of Rule 6(a) at Page-4 Para 2nd, 3rd & 4th)

"A student is to study two languages at this stage at least one of which must be under Group A and the other either from Group A or from Group B languages.

One of the languages must be english. Under Group a there are 15 languages : (1) Bengali, (2) Nepali, (3) Santali, (4) Hindi, (5) Urdu, (6) Assamese, (7) Oriya, (8) Tamil, (9) Telugu, (10) Malayalam, (11) Marathi, (12) Gujrati, (13) Punjabi, (14) English, (15) Modern Tibetan. In offering a language under Group A or Group B a student is required to read that language at the lower level Examination or its equivalent Examination instituted by the West Bengal Board of Secondary Education or any other authority recognised by the Council.

Under Group B there are at present 5 languages : (1) English, (2) Bengali, (3) Hindi, (4) Alternative English, (5) Nepali.

Alternative English shall be allowed only to a student who has not offered any of the languages other than English as specified under Group A languages in his/her lower level Examination the passing of which makes him/her eligible for admission in the Higher Secondary Courses of the Council."

I would request you to adhere to the above modification in deciding the languages a student is to offer with effect from 1989-90 academic session.

Yours faithfully,
(A. Banerjee), Secretary

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

No. 1705 (1540)/D.S. (A)/90 Date : 8th March, 1990

From : The Deputy Secretary (Academic),
W.B. Council of H.S. Education.

To : The Heads of all recognised Higher Secondary Institutions.

Sub : Attendence of students

Dear Sir/Madam,

This is to request you to take note of the Regulation regarding attendance of the students in Classes-XI & XII I quote below the relevant regulation of the Council regarding the matter.

"In order to be eligible to be sent up as a regular candidate for Higher Secondary Examination the attendance in Class-XI & XII taken together shall not be less than 70%" Clause 16 of the W. B. Council of Higher Secondary Education (Admission and Allied matter) Regulation 1987.

It is expected that all the institutions affiliated to the Council for the purpose of imparting education at plus two stage in West Bengal shall strictly adhere to the regulation as quaoted above.

Thanking you in anticipation.

Yours faithfully,
M. K. Datta
Deputy Secretary (Academic)

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

No. 1824/1600/DS (A)/SD/90 Date : 29.5.90

CIRCULAR

From : The Secretary
W.B. Council of H.S. Education

To : All heads of Institutions

Recently some cases of admission are coming to our notice, where the students, after successfully completing the C.B.S.E. (Open School) Examination with ony 4 (four) subjects ; are getting themselves admitted in Calss XI of any School/College, affiliated to W.B. Council of Higher Secondary Education.

This is to inform you that such admission is irregular and against the norms set by the Council in this regard and as such, those admissions, would be treated as void ab initio by the Council.

(A.N. Banerjee)
Secretary

No. S/14 Date : 21.2.1991

From : The Secretary,
W.B. Council of H.S. Education

To : The Heads of Recognised H.S. Institions.

Sub : Conduct of H.S. Examination

Dear Sir/Madam,

Your attention is invited to the following terms, and conditions which the President, Council, in exercise of the power conferred on him under section 21 of the West Bengal Council of Higher Secondary Education Act, 1975 as amended from time to time, imposed for granting Provisional Recognition to your institution :—

Condition No. 2 "...........the institution will allow the Council to use its buildings, furniture etc. for examination and other academic purposes and ....the institution will fully co-operate with the Council........in all possible ways." and

Condition No. 9 ".........the Provisional Recognition accorded to the institution may be cancelled/withdrawn/kept in abeyance if the institution fails to fulfil the above condition as well as other conditions prescribed from time to time", and request you to take suitable steps to ensure smooth conduct of the ensuing H.S. Examination which is to commence from April 2, 1991 and continue up to May 2, 1991, and in which around 3 lakh Candidates will appear. Your steps should cover the following points :

(a) Your Institution will offer the buildings, furniture, equipments etc. if and when asked for either by the Centre Committee appointed by the Council authority for the purpose of holding examination.

(b) All teachers of your institution should perform invigilation duty as and when required by the Centre supervisor.

(c) All non-teaching staff of your institution will be required to do the examination duty as will be allotted to them by the Centre Supervisor.

(d) Your institution will not be declared closed, only classes will remain suspended during the examination.

Soliciting your co-operation in the interest of the candidates for H.S. Exam. 1991.

Yours faithfully,
A. Banerjee
Secretary

No. 909/DSCA/C-1 Date : 22.3.1991

To : The Principal/Headmaster/Headmistress,

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Sub : Non-admissibility of student passing out of class X examination or its equivalent under the open School system.

This is for the information of all concerned that students passing out of the class X examination or its equivalent under the Open School system are not eligible for admission in class XI of the plus 2 stage in any higher secondary institution recognised by the West Bengal Council of Higher Secondary Education. This decision of the Council shall take effect from 1991-92 academic session.

By Order

M.K. Dutta, Deputy Secretary (Academic)

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION
CIRCULARS

No. 962/DSA (A)/C-2/91 Date : 11.04.91

Ref : Sharing of classes by short-course trained teachers and duly qualified teachers.

In recognised higher secondary institutions where short course trained teachers have been engaged on a permanent basis for taking classes in the erstwhile class XI higher secondary courses, may be allowed to continue taking classes in the present plus 2 higher secondary courses.

However, in recognised higher secondary schools where, besides such short course trained teachers, there are also teachers duly qualified (with Hons./M.A. degree) in the same subject or subjects, class periods in the same subjects shall be shared by both the short course trained teacher(s) and the duly qualified teacher(s).

A. Banerjee (Secretary)

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

No. 1305/DS(A)/C-3/91 Date : 11.9.91

CIRCULAR

From : The Deputy Secretary (Academic), W.B. Council of H.S. Education

Sub : Violation of minimum qualification for a teacher/Examiner.

Attention of the Council has been drawn to the fact that a number of recognised Higher Secondary Institutions are indulging in the wrongful practice of assigning higher secondary classes, both theoretical and practical, to teachers who do not posses minimum qualifications prescribed by the Council. The Council takes a serious view of such flagrant violation of the conditions of recognition and warns the authorities of the recognised institution concerned that any continuation of such irregular practice of their part will call for serious steps by the Council.

It may be noted once again that the minimum qualification as prescribed by the regulations of the Council is an Hons. degree or a post graduate degree. Pass graduates are not eligible to take either theoretical classes or parctical classes or work as examiners in practical examinations. This provision must be scrupulously observed by all recognised higher secondary institutions.

Sd/- M.K. Dutta, Deputy Secretary (Academic)

29 INCOME TAX

INCOME TAX ACT 1961
(As amended up–to–date)

INTRODUCTION.

Introduced in India on 31.7.1860 by the British Government. Income Tax has, in the present epoch, become one of the main source of revenue of the Central Government. After the First World War, Income Tas Act 1922 came in force and it was amended in 1886 and in 1922 till it was replaced by the Indian Income Tax Act 1961. Substantial Amendments have been made during the last one year by the Taxation Laws (amendment) Act 1991, Finance Act 1991 and Finance (2) of 1991. Besides the Central Board of Direct Taxes has issued a number of circulars/notifications, clarifying the provision of the Act either on its initiative or at the instance of public queries.

Income Tax is a levy on revenue. Though Income Tax takes into account two points at which the liability to tax is allowed namely (1) accrual on Income Tax (2) its receipts, yet the substance of the matter is income. If income does not result at all, there cannot be tax though in Book Keeping an entry is made about notional income, which does not materialise (Kewal-Vs.-C.I.T — 1990–183 ITR–207).

Income Tax is a tax on total income of persons as defined under section 2(31) of the Act (who is called an assessee) and the person includes individual, Firm, Company, Co-operative, Society, Hindu Undevided Family, Trust, an Association of persons, a Body of Individuals, whether incorporated or not and other juridical person and lagal authority.

An assessee thus under sec. 2(7) of the Act means a person by whom any tax or any other sum of money is payable under the Act and includes :– (a) every person in respect of whom any proceeding under the Act has been taken for the assessment of his income or of the income of any other person in respect of which he is assessable, or of the loss sustained by him or by such other person or of the amount of refund due to him or such other person (b) every person who is deemed to be an assessee in default under any provision of the Act.

As we are concerned with the application of Income Tax in case of teachers the liability of an individual to pay Income Tax is the subject matter of our discussion and individual having taxable income exceeding Rs. 22,000/- during the financial year is Liable.Income Tax is assessable for the Income of a particular year which falls within the (previous financial year) of the Assessment Year and the Tax is levied at the rate prevailing for the particular assessment year, as prescribed by the Finance Act of the year in question. Though Income Tax is collected by the Central Government but the balance amount after expenses made to collect tax are distributed according to instructions of the Finance Commission, appointed for a term of 5 years.

INCOME — What is ?

Income u/s 2 (24) of the I.T.Act includes :–

(i) Profits and gains ;

(ii) Dividend ;

(iii) The value of any perquisite or profit in lieu of salary taxable u/s 17(2) and (3) ;

(iv) The value of any benefit or perquisite, whether convertible into money or not, obtained from a company either by a Director or by a person who has a substantial interest in the company, or by a relative of the Director or such person, and any sum paid by any such company in respect of any obligation which, but for such payment, would have been payable by the Director or other person aforesaid ;

(v) any sum chargeable to income tax under clause (ii) and (iii) of Section 28 or Section 41 or Section 59 ;

(v-a) the value of any benefits or perquisite taxable u/s 28 Cl. (iv) (Added by Finance Act 64 w.e.f. 1.4.64)

(vi) any capital gains chargeable u/s 45 ;

(vii) the profits and gains of any business of insurance carried on by a mutual insurance company or by a Co-operative Society, computed in accordance with section 44 or any surplus taken to be such profits and gains by virtue of provision contained in the First Schedule ;

(viii) any annuity due or commuted value of any annuity paid, u/s 280D.

It was held, on a writ of Prohibition [(1959) ISCR (Supp)204] that the definition of 'dividend' in Section 2(6-A) (c) is an inclusive one and would take in not only the accumulated profits which appear in the books of the Company at the commencement of the assessment year, but also the current profits which might arise to the company during the accounting year up to the date of liquidation which must necessarily form part of the accumulated referred to in the section. All distribution made by the Company of liquidation, except to the extent to which it might be otherwise dealt with must be taken to be of accumulated profits. The expression 'accumulated profits' in the Explanation to Section 2(6–A) (c) cannot be interpreted as meaning that all capital gains also should be excluded. The Explanation is couched in the negative and excludes only the capital gains arising before a particular date and during a certain period specified in the section. It must therefore, be held that except where the capital gains arose before that date or during that period such capital gains shall stand included in the expression.'accumulated profits'. Under Section 12–B of the Act, tax in respect of 'capital gains' shall be payable in respect of any profits or gains arising from the sale of a capital asset effected after 31st March, 1956 but 'capital asset' does not include any land from which the income derived is 'agricultural income'. As part of the sale consideration of Rs. 11 laks and odd realised by the sale of the assets of the assessee company related to the coffee plantations, apart from the buildings and machinery, the sale proceeds of the lands upon which the coffee was grown would not be profits arising from the sale of the capital assets and for the purpose of inclusion of Capital assets, it should be the profits which arose by

the sale of assets other than lands from which agricultural income was derived. The demand for tax based on the distribution of the sum of Rs. 81.5 lakhs, without apportioning the profits as between capital assets consisting of buildings, plants and machinery, and the assets being lands upon which coffee was grown must, therefore, be held to be not in confirmity with the law and its enforcement should, therefore, be restrained by a writ of Prohibition.

EXEMPTION–INCOME FROM PROPERTY :

It was held that the tax on properties is on the national annual letting value; it is not a tax on income. The relief granted under the Finance Department Notification is limited to one year's rent ; that is the maximum. The balance of the rent due after this deduction would lapse, and would not fall with the exemption notification. Wherever in the Income Tax Act, relief, in the nature of things, cannot be allowed wholely in a particular year and be carried forward into the next year or years a specific provision has been made. The provisions of the Finance Department's Notification cannot be enlarged and only that allowance can be made which the Notification specifically mentions, and no further. The argument on the basis of hardship has no significance. Nothing in law prevents an owner taking effective steps within a year and then have recourse to the exemption on the basis that rent had become irrecoverable.

Thus, income used to be considered as some receipts which are periodical Monetary returns coming in regularly. At present every receipt practically is taxable. Even winning from lotaries are taxable. What remains outside the tax net is inly a receipt like a gift. Income includes a receipt in cash and also in kind and includes income accruing but not received. Even a casual receipt is an income if it had any profit motive.

PREVIOUS YEAR.

Under Sec. 3 of the Act the previous year is a financial year immediately proceeding the assessment year. In case of salaried employees, the previous year is a financial year (i.e.period which starts on 1st April and ends on 31st March of the next year).For the assessment year 1992-93, the previous year will start from 1.4.1991 and will end on 31.3.1992.

ASSESSMENT YEAR.

It is the year in which income of the previous year is assessed. It starts on 1st April and ends on 31st March of the next year. Assessment year for 1991-92 will start on 1.4.1991 and will end on 31st March, 1992.

RESIDENTIAL STATUS —

The total income of an assessee u/s 5 I.T. Act 1961 is the income from various sources after adjusting for losses and deducting the allowances and tax reliefs and it depends on the residential status of an assessee. Some assesses may have income from sources outside India. All incomes earned in India or outside in India is subject to tax but in case of persons who are not resioing India, income that accrues outside India and which is not received in India is exempt. An individual is resident and ordinarily resident if any of the following conditions is satisfied : —

1) Presence of at least 182 days in India during the previous year in case of an India citizen who leaves India during the previous year for the purpose of employment or as crew member of India merchant ship.

2) Presence in India of at least 150 days during ther previous year or 365 days during 4 years proceeding the previous year in case of an Indian citizen or a person of Indian origin, (who is abroad) who comes to India on a visit during the previous year.

N.B.

A person is said to be of India origin if he, or either of his parents, or any of his grant parents, was born in undivided india.

RESIDENT BUT NOT ORDINARILY RESIDENT :

An individual who has not been resident in India in 9 out of 10 previous years preceeding the relevant previous year, or has not been in India for an aggregate period of 730 days or more during 7 previous year preceeding that year is regarded as a person resident but not ordinarily resident in India.

Non–Resident : An individual is non-resident if he is not resident in India.

Recognised provident Fund u/s 2(38) means a Provident Fund which has been and continues to be recognised by the Commissioner in accordance with the rules contained in part A of the 4th schedule, includes a provident fund established under a scheme framed under the Employees Provident Fund Act 1952.

Regular assessment u/s 2 (40) means assessment made u/s 143 or Section 144.

Total income u/s 2 (45) means the total amount of income referred to in Section 5, computed in the manner laid down in this Act.

COMPUTATION OF TOTAL INCOME

Though income tax is a single tax on the aggregate of income from various sources, the taxable income is first computed under different heads of income. If there are two or more sources of Income falling under a head of income, the income is computed separately for each source of income. These are then aggregated u/s 80 B(5) of the Act, known as 'Gross Total Income' and thereafter certain deductions are made before the taxable income is reached : —

THE SCHEME
GROUP — A

Compute your income under different heads :

1. Salary income :
2. Income from property :
3. Capital Gains :
4. Income from other sources :

GROUP — B

Less : Some of the deductions to arrive at Total or Net Income

1. Standard deductions u/s 16(1).
2. Profession Tax levied by the State of West Bengal under article 276 Constitutions.
3. U/s 80 C.C.A Deductions under
4. U/s 80 C.C.B. Deductions under
5. U/s 80 D Deductions under
6. U/s 80 D.D. Deductions under
7. U/s 80 G.G. Deductions under
8. U/s 80 L. Deductions under
9. Other deductions, if any.

Computation of Net Income :

Compute tax on Net Income :

GROUP — C

From Tax on Net Income deduct Rebates and Reliefs :

1. U/s. 88.
2. U/s. 88A.
3. U/s. 89.

GROUP — D

Compute Tax Payable and pay your taxes, file your returns and / or face assessment.

GROUP — E

Income exempt from Tax.

GROUP — F

Tax Rates.

GROUP — G

Some Important Notes.

GROUP — H

Illustration.

GROUP —

A. Various sources of income are :

A. Salary (including allowances, value of perquisites, profits in lieu of salary and pension (S 15 to S 17) :

B. Income from house property, whether residential or commercial, let out or self occupied (S22 to S 27) :

C. Profits and Gains of business or profession (S. 28 to S. 44D) :

D. Capital gains (S. 45 to 55A) :

E. income from other sources, including interest on securities, dividends, winning from lottaries, etc. :

For our limited purpose of discussing the effect of Income Tax in case of teachers, discussion on (1) Salary, (2) house property (3) other sources of income- are sufficient. These heads are mutually independent of each other, and each head of income is virtually a water-tight compartment by itself. Unless any income is brought under any of the heads; it cannot be charged to tax and if any income is classifiable under a particular head, it must be brought under that head only, and it can not be taxed under any other head.

1. Computation of Salary Income —

Whatever is received from an employer or a former employer in the previous year, (whether paid or not and whether not due or before it become due) is salary, For the purpose of computation it consists of three components : —

(a) Salary, (b) Allowances (c) Perquisites.

Suffice it to focus attention on salary and allowance for our limited purpose of applying the provisions of Income Act, 1961 in case of person and /or persons attached with educational institutions.

Salary in a nut-shell, includes basic pay, dearness allowance and other allowances not exempt from tax, Bonus or commision or fees.

In detail, it includes — (1) Basic salary (which may be received from more than one employer or from past employer) in the previous year ; (2) Arrears (as and when received, if not charged for an earlier previous year); (3) Advance salary(is not subject to tax once again in the year in which it became due) ; (4) Dearness Allowance ; (5) Contribution by employer Recognised Provident Fund in excess of 10% of salary and interest on balance in R.P.F. in excess of 12% at present ; (6) Dearness Pay, if any ; (7) Officiating Pay, if any ; (8) Bonus in the year of receipt ; (9) An annuity received from Ex-employer as 'profits in lieu of salary' ; (10) leave Salary in respect of any period of leave, during service, nbot availed of by the assessee (subject to exemption for encashment of un-utilised leave at the time of retirement) ; (11) Remuneration for extra work ; (12) Un-commutted pension ; (13) Gratuity subject to some exemptions (14) Transfer of balance in a R.P.F. to the extent it is taxable under rule 11(14) of Part A of 4th schedule, I.T.Act 1961 ; (15) Voluntary payment, if made with reference to service by virture of employment.

ALLOWANCE :

The following allowances of an individual is caught in the tax net such as : — (1) City Compensatory Allowance ; (2) Conveyance allowance subject to exemption to the extent it is paid for meeting expenditure on travel for work ; (3) House Rent Allowanc is taxable but subject to ecemption to the least of the following sums : — a) Acturl amount of H.R.A.; b) The amount by which the actual rent paid exceeds 1/10th of salary ; c) 50% of salary in respect of rented accommodation in Calcutta and 40% in other cases.

N.B.

These allowances are ecempt as per Notification of the Central Govt. : —

1) Allowance for meeting cost of travel on tour or transfer including amount paid for packing and transportation of personal effects — **No limit.**

2) Allowance paid to meet the origginary daily charges incurred on tour — No. limit

3) Composite Hill, Compensatory allowance payable at places located at a height of 1000 metres or more above the sea level — Rs. 150/- p.m.

4) Special Compensatory Allowance like Border Area allowance– Rs. 650/- p.m.

5) Tribal Area allowance — Rs. 100/- p.m.

6) Allowance for persons working in transport to meet the personal expenses in duty 4 — 70% of allowance upto Rs. 1000/- –p.m.

7) Children Education Allowance — Rs. 50/- per child upto maximum of two children

8) Hotel expenses for children — @ Rs. 150/- p.m. per child upto a maximum of three children.

2. Income from House Property :

It is the annual value of a building and land appurtenant thereto of which to asseesee is the owner which is chargeable. Owner includes not only the legal owner but also lessee, holders of power of attorney, co–owners, owners of plot in Co–operative Societies, holder of an impartiable estate, possesser of property in part performance of contract, as provided u/s 53A of the Transfer of Property Act, on the strength of an agreement to sell, an individual acquiring rights on a property u/s 269(F) of the I.T.Act 1961 by way of sale or exchange or a lease extending 12 years or above. Even if the house property is situate outside India, the income from such property is chargable if the assesses is resident in India. In case of composite rent for house and other amenities, only the original value of house property is taxable.

Computation :

Compute gross annual value (which are municipal value or fair rent — whichever is higher). To arrive at net annual value, deductions such municipal taxes, allowance for newly construction properties, rent collection charges, if any ; unrealised rent, if any, costs of repair, insurance premium, annual charges, ground rent interest on borrowed capital, — are to be made.

3. **Income from other sources i.e.residuary income.**

An income which can not be classifed under any specific head is taxed under this head. Some typical examples : —

(1) Dividend, (2) Interest on Securities, (3) Family Pension (i.e. amount paid by an employer to the family of a deceased employee) ; (4) Lease rent from vacant land, (5) Hire charges for leting out furniture, machineries and plant, (6) Sitting fees received by Company Directors, (7) Salary of M.P. and M.L.A., (8) Commission of Insurance Agents ; (9) Royalties ; (10) Winning from lotteries, cross-word puzzles, races, Card games and other games of chance, Gambling and Betting, (11) Re-payment of Annuity, (12) Income from Unit Trust, (13) Contributions received

by an employer from his emplyees, if not deposited in the relevant account and not charged under head "Profit and commissions of business or profession" (14) Fees from tuitions and examinations etc. received by an individualnot engaged in a profession ; (15) Income of beneficiary of a Trust ; (16) Alimony for separate maintenance ; (17) Income from Agricultural land situated outside India.

N.B. : Deductions is admissible if it relates to the expenditure incurred for earning the income. The test to be applied s whether there is a direct nexus between the expenditure and the intention to earn income. It is not necessary that income must have actually been received. To illustrate, if an assessee borrows money on interest and invest the money in shares and no divident income in receive on such shares, the assessee will nevertheless be entitled to deduct the interest paid on the borrowed money.

Second exception relates to the income arising out of receiving money by way of family pension which is taxable under the head 'income from other sources'. Though no expenditure is incurred for earning the pension, the Act specificaly provides for a flat deduction of $33\frac{1}{3}\%$ of such pension or Rs. 12,000/- whichever is less as a measure of relief to family pensioners.

Authorised agent of Post Office Time deposits, U.T.I. and N.S.C.'s can claim deduction @ 40% of the commission earned by them.

GROUP — B

DEDUCTIONS

From Gross Total Income, the following deductions are permissible : —

1. **Standard Deduction**

   It is allowed at $33\frac{1}{3}\%$ of gross salary or Rs. 12,000.00 whichever is lower. Pensioners and Receivers of family pension can claim this deduction.

2. **Profession Tax**

   It is allowed as a deduction to salaried tax payers. It is payable at every month and the amount of tax paid for a whole financial year is deductable.

3. **Deduction u/s 80 CCA**

   Deposits in National Saving Secheme, Jeevan Dhara, Jeevan Akshay Schemes of L.I.C. qualify 100% deduction subject to maximum limit of Rs. 40,000.00.

4. **Deduction u/s 80 CCB**

   This is a new deduction introduced with effect from the assessment year 1991-92. Units purchased in any Mutual Fund of UTI under Equity Linked Saving Scheme, qualifying 100% deduction in respect of the amount invested or Rs. 10,000/- whichever is less. However any profits on repurchase of units may be taxable as capital gains. Subject, however, to deduction of Rs. 15,000.00 on long term capital gains. The amount originally invested shall be taxable in the year of repurchase.

5. **Deduction in respect of Medical Insurance Premia u/s 80D**

Premium to MEDICLAIM, paid by cheque, upto Rs. 3,000.00 qualify for deduction in respect of insurance on the health of the assessee, or wife or husband, or dependant children or dependant parents.

6. **Deduction in respect of Medical treatment of handicapped dependants U/s 80DD**

On fulfilment of certain consitions, an assessee, from the assessment year 1991–92 is entitled to a deduction of Rs. 6,000.00 if his total income (before allowing deduction) does not exceed Rs. 1,00,000/-

7. **Rent paid for residential accommodation in respect of an assessee, not in receipt of House Rent Allowance U/s 80 GG**

The assessee must not have residential accommodation at the place of duty/profession. Further he should not have availed himself of the benefit of the concession available for self acquired property if he has residential accommodation elsewhere and his residential acommodation must be in Calcutta. The deduction is restricted to the least of the following : —

1) Actual rent minus 10% of the toal income before allowing deduction.

2) 25% of total income.

3) Rs. 1000/-

8. **Deduction in respect of interest on securities, dividends, etc U/s 80L.**

Rs. 7000/- is the limit of deductions in respect of interest on security of the Central and State Government, notified debenture, Bonds, U.T.I. Mutual Funds, National Deposit Scheme, Bank deposits, N.S.C., Housing Bonds etc.

Further deductions of Rs. 6,000.00 is allowable in certain circumstances. The Total deduction is Rs. 13,000/-.

9. **Other deductions**

1. Professional income of authors or text-books in Indian language u/s 80 QQA.
   25% of such income in respect of asessment year 1992-93, or any one of the four subsequent assessment years, i.e. upto A.Y. 1996- 97.
2. Deduction in respect of certain incomes of Teachers receiving remuneration for any service rendered by assessee outside India u/s 80 RR. The deduction is 50% of the remuneration or 75% of such remuneration as is brought into India in accordance with FERA, whichver is higher.

GROUP — C

Rebates and Relief

1. U/s 88.

An assessee is entitled is a rebate from income tax payable in respect of investment upto Rs. 50,000.00 (Rs. 70,000.00 in case of an author) in L.I.C. premium, General Provident Fund, N.S.C. (VIII issue), accrued interest on N.S.C. (VI issue), C.G.E.C.I.S., ULIP, deposits in Home Loan Account Scheme of the

National Housing Bank, payment upto Rs. 10,000.00 towards purchase/ construction of house on fulfilment of certain conditions such as the construction should have been completed after 31.3.87 (omitted by Finance Act No. 2) 1991 w.e.f. 1.4.92 is A.Y. 1991-93) or for purchase of land (vide Finance Act No. 2) of 1991 w.e.f. 1.4.92 i.e. A.Y. 1992-93. This rebate u/s 88 is subject to the basic condition that the contributions have been made out of income chargeable to tax, and not out of non-taxable income like agricultural income but rebate will be given in the forms of a deduction from tax payable and not from gross total income. Rebate is allowed @20% of the amount invested upto Rs. 10,000.00 (Rs. 14,000.00 in case of authors) on the aggregate qualifying amount, deduction is to be computed on a slab basis.

2. U/s 88A

Rebate on purchase of eligible issues of equity shares, such as CAN BANK, LIC., PNB. MUTUAL FUNDS, the Indian Magnum Fund, N.V. Mutual Fund of State Bank, Units of any Mutual Fund of U.N.I for assessment year 1991-92 (this rebate has not been extended for A.Y. 1992-93 vide F.A. (No. 2) 1991 is allowable in respect of investment upto Rs. 25,000.00 @ 20% of the amount invested subject to a maximum of Rs. 5,000/-.

3. U/s 89

Relief when salary either paid in arrear or in advance.

When salary has been paid either in arrears or in advance [Rule 21A (2)]

(i) Calculate the tax on total income of the previous year in which such salary has been received ;

(ii) Calculate the tax on total income as reduced by additional salary of the previous year.

(iii) From the amount arrived at in Sec (1), deduct the amount arrived at in Sec (ii), to arrive tax on additional salary.

The relief u/s 89 (i) is the deference of sec (iii).

Group — D

1. Pay Your Taxes

There are four modes of payment :—

(a) Deduction of tax at source, at the time of payment by the assessee ;

(b) Advance tax, to be paid at quarterly intervals by the assessee on his estimated income ;

(c) Self assessment tax, to be paid voluntarily by the assessee at the time of his filing return on income ;

(d) Demand tax, when the demand for balance tax is received from the assessing officer after completion of assessment.

Of these, the most important item in so far as salaried employees are concerned is 'Deduction of tax at source ' and the assessee can get rid of all sort of hazards of paying taxes, filing return, facing assessment.

2. **Filing Return**

1. An assessee having taxable income exceeding Rs. 22,000.00 in the previous year should file return in Form No. III, Salaried assessee as stated herenunder should file return, if
   (a) His income under the head 'Salaries' exlcuding the value of all non-monetary bebefits or perquisites, but after allowing standard deduction ececeds Rs. 24,000 ; OR
   (b) The aggregate of his income from bank interest, dividends, UTI, National Deposit exceeds the maximum allowable limit u/s 80L ; OR
2. An assessee who has paid tax (by way of T.D.S. or advance tax) in excess of tax payable on total income, or who has paid tax but does not have taxable income, is advised to file his return claiming refund of tax excess paid.
3. Persons who have been served with notice U/s 142(1) or 148 regarding assessment or reassessment proceedings and who have not filed return earlier.

N.B. The return forms have been reset and revised (Vide I.T. - 8th A.m. Rules, 1991 w.e.f. 15.5.1991). NO extension of time for filing return is available w.e.f. A.Y. 1989-90 onwards. Of course a belated return can be filed upto one year from the end of the relevant assessment year or before the completion of assessment, whichver is earlier. The return of income is to be signed and varified by the assessee himself adn in his absence from India, by an authorised agent.

PAN Every person having taxable income should obtain Permanent Account Number (PAN) once for ever U/s 139A by making an application in FORM 49A in duplicate before 31st May of the assessment year.

3. **Facing Assessment**

The issue of the Acknowledge Slip is, at present, equivalent to assessment order except in scrutiny cares. The assessing officer may make such adjustments as (a) rectification of arithmetical error, (b) allow any loss carried forward or disallow the same.

Group E

Incomes Exempt from Tax

1. Agricultural income -Exempt U/s 10(1) but the net agricultural income will be considered for determining the rates of income tax on incomes, other than exempt income, liable to tax.

2. Casual income of non-recurring nature (not being winning from lotteries, capital gains, additional remuneration (vide F.A. No.2), 1991 w.e.f. 1.10.91) not exceeding Rs. 5,000/- is exempt u/s 10(3).

3. Interest on Specified Saving Certificates (NSC VI and VII issue) received by a Non-Resident Indian is exempt u/s 10(4B).

4. Leave Travel Concession U/s 10(5) in connection with his proceeding on leave or after retirement or termination is exempt.

5. Death-Cum-Retirement gratuity of Government employees or any gratuity received under the Payment of Gratuity Act, 1972 or any other gratuity received by

the employee, his widow or dependents to the extent it does not exceed one-half months salary for each year of completed service taking average salary of ten month's subject to a maximum or R. 1,00,000/- U/s 10(10).

6. U/S 10(10A) any payment in commutation of pension, received under the Civil Pensions Commutation Rules or under any other scheme by a Central/State Government employee or from any other employer subject to the limit not exceeding :—

1. In case where the employee received any gratuity, ⅓ rd of the commuted value of such pension.

2. In any other case ½ of the commuted value of such pension.

7. U/s 10/(10AA) any payment received by an employee of Central/State Govt. as leave encashment in respect of the period of earned leave at his credit at the time of his retirement whether on superannuation or otehrwise.

Incase of any other employee, minimum of the following events :—

(a) Leave encashment actually received ;

(b) Cash equivalent of earned leave (not exceeding 30 days per year of service) at his credit on retirement ;

(c) Eight month saverage salary (including D.A. but excluding other allowances) — Average salary drawn during 10 months proceeding his retirement, whether on Superannuation or otherwise ; OR

(d) Amounts specified by the Central Govt. as under :—

1st July 1986 to 31st December, 1986	Rs. 73,400/-
1st January 1987 to 30th June 1987	Rs. 75,600/-
1st July 1987 to 31st December 1987	Rs. 77,760/-
1st January 1988 onwards	Rs. 79,920/-

8. The employer's contribution to the extent of 10% of salary and interest on his credit balances at 12%, credited to the Recognised Provident Fund, is exempt from tax (vide Rule 6, Part A or Sch. IV).

9. U/S 10(12) the accumulated balance due and becoming payable to an employee participating in a recognised Provident Fund, to the extent provided in Part A, 4th Schedule.

10. U/ S 10(13) any payment from an approved Superannuation fund made —

(1) On the death of a beneficiary ; OR

(2) to an employee in lieu of or in commutation of any annuity on his superannuation or on his becoming incapacitated ; OR

(3) by way of refund of contributions on the death of a beneficiary ; OR

(4) by way of refund of contributions on cessation of his services, to the extent of contribution made prior to the commnecement of this Act and any interest thereon.

11. U/s 10 (13A) House Rent Allowance is exempt to the list of the following :

(I) Actual rent allowance received.

(II) Rent paid in excess of 1/10 th of salary

(III) 50% if the rent accomodation is in Calcutta and 40% in other cases.

12. Exemption of interest u/s 80L
13. U/s 10(16) Scholarships granted to meet the cost of education.

Group-F

Rates for individuals

Assessment year 91-92 & 92-93.

Rs. 22,000	Nil
Rent 8,000	20%
Rent 20,000.00	30%
Rent 50,000	40%

Surcharge of Income Tax.

For all assesses whose total income exceeds Rs. 50,000.00 @ 8% for A.Y. 1990-91; for A.Y 1991-92 and 1992-93 surcharge on income exceeding Rs.75,000.00 @ 12%

Group G

Statement of Computation of Income.

1. Income from Salaries

   (a) Salary/ Basic

   (b) Taxable Allowances

   Gross Salary ______

   Less :-

   Standard Deduction

   P.Tax. ______

   Net Taxable Income. ______

2. Income from House Property

   (a) Self Occupied Property ______

   (b) Let out Property ______

   Gross Annual Value ______ ______

   Less.

   Principal Tax paid.

   Income from House Property.

3. Income from other sources

   Gross Income ______

   Less : Deduction u/s 57. ______

   Income from other sources

Total (i.e 1 & 2 &3)

Gross Total Income

Less Deductions

1. 80 CCA
2. 80 CCB
3. 80D
4. 80L

Taxable Income

Compute Tax on total income.

Less : Rebates u/s 88 and 88A

Total Tax payable

Add : Surcharge @ 12% where applicable.

30 PROFESSIONAL TAX

WEST BENGAL STATE PROFESSION TAX ACT, 1979

INTRODUCTION :

Every person, enagaged in any profession in the State of West Bengal, dand covered by the Schedule, appended to the West Bengal State Tax on Professions, Traders, Callings and Employments Act 1979 is, under legal obligation, to pay profession tax to the State Govt. at prescribed rates. Teachers, in West Bengal, do come under the purview of the Act in question. Discussions on salient features of the Act, thus, seems imperative. The Act becomes effective on 1.4.1989. Of late, the Schedule has been amended not only for rearraging the existing groups of tax payers but also for bringing in new classes of persons in the net of taxation. The rates of taxes have also undergone revision and have become effective on and from 1.4.89.

REGISTRATION :

Barring Government employees, all other employees are required, under the law, for the time being in force, to obtain registration and to deduct profession Tax every month at prescribed rates. Application for registration has to be filed in FORM - I within 90 days from the date of liability. Return in Form III along with the receipted copy of challan showing payment of tax has to be furnished to the Profession Tax Officer every month.

HOW TO OBTAIN REGISTRATION / ENROLMENT AND WHERE TO PAY TAX.

The certificate of registration/enrollment as obtainable from the offices of Profession Tax officers upon application. Tax payers in Calcutta may pay tax in the Reserve Bank of India, Calcutta or in the Branches of the State Bank of India, or in any of the Nationalised Banks authorised to accept the deposit of tax. Tax payers outside Calcutta will pay tax in the concerned Treasury or Sub-Treasury or Bank authorised to accept the deposit of tax. Application forms, challans, return forms are available from the offices of the concerned Profession Tax officers.

INTEREST.

The state provides for compulsory payment of simple interest @ 2% of the amount of tax due for each month or part thereof for the month for which the tax remains unpaid.

PENALTIES :

For deliberate failure to apply for registration, penalty not exceeding Rs. 20/- is imposable for each day of delay in case of an employer and penalty not exceeding Rs. 5/- for each day of delay may be imposed in case of others. Giving false information, non-submission of returns within the stipulated time, default in payment of tax and other types of non-compliance of the provisions of the Act in question may invite penalties. Further, the Act also provides for prosecution for contravention and in some cases the amount of fine may extend upto Rs. 5,000/-

FORM III
(See Rule 12)

RETURN
(PLEASE TYPE OR USE CAPITAL LETTERS/FIGURES TO FILL THE FOLLOWING INFORMATION)

Profession Tax Registration Certificate No.		Period	
		From	To
Enrolment Certificate No.			
Employees whose monthly salaries, wages are	No. of Employees	Rate of Tax Rs.	Amount of Tax Deducted Rs.
Less than Rs. 501.00		NIL	NIL
Less than Rs. 751.00		Rs. 2.00 per month	
Less than Rs. 1001.00		Rs. 4.00 per month	
Less than Rs. 1251.00		Rs. 7.00 per month	
Less than Rs. 1501.00		Rs. 12.00 per month	
Less than Rs. 2001.00		Rs.18.00 per month	
Less than Rs. 3001.00		Rs. 25.00 per month	
Less than Rs. 5001.00		Rs. 30.00 per month	
Less than Rs. 8001.00		Rs. 40.00 per month	
Rs. 8001.00 and above		Rs. 75.00 per month	
Tax Amount			
Interest Amount			
TOTAL AMOUNT			
The above statemetns are true to the best of my knowledge and belief.			
Date	Signature		Designation
Place			

Challan No. | | | | | |

CHALLAN

THE WEST BENGAL STATE TAX ON PROFESSIONS, TRADES, CALLINGS AND EMPLOYMENTS ACT, 1979 :

028 — Other Taxes On Income & Expenditure — Taxes on Professions, Trades, Callings & Employments

Name of the Tax Payer

Address

CODE-P4

P. Tax Registration/Enrolment No.

P | | | | | | | | | | |

Period from				Period to			
M	M	Y	Y	M	M	Y	Y

Particulars of Coins & Notes/Cheque

	Rs.	Paise
Tax		
Interest		
Penalty		
Comp. Money		
Total Amount (in words)		

Signature of the Depositor

Case No. if the Payment relates to Assessed dues

Year end

Y Y P.T.O./Number Code

Bank/Treasury Code | | | | | | |

FOR BANK/TREASURY USE

Date of Entry

D	D	M	M	Y	Y

Received Rs.......................... (Rupees ....)

Treasurer Accountant Treasury of Officer/Agent or Manager

INSTRUCTION FOR SUBMISSION OF PROFESSION TAX.

FOR DEPOSITORS :—

1. In the boxes for 'P' Tax Registration/Enrolment No. note correctly all letters and numerals of such number, except the first letter 'P' of such number, which is preprinted on the form.
2. In the column 'Period from / Period to' the letters M and Y refer to the month and year respectively of the period in respect of which the tax is being paid. The first month of a Calendar Year i.e. January should be indicate as 01 in the two boxes meant for noting M and Feburary should be written as 02 and so on. In the two boxes for the Y the last letters of the should be described after omtting the earlier letters 19 i.e. the Year 1988 should be noted as 88 in the two boxes. Thus if the tax is being paid for the month of June, 88 the eight boxes should be filled in for as 06880688 but if the tax is for 3 months ending June, 88 the entries should be 04880688.
3. If the payment relates to an amiount due after an assessment the case no. (noted on the demand notice) should be invariably correctly noted in the appropriate boxes.

B. FOR BANK / TREASURY ACCEPTING THE DEPOSIT :—

(i) The Code No. of the Bank Should be noted in the six boxes. If the Code No. is 124, the entries in the six boxes should be 000124, if the Code No. is 1124, the entries will be 001124 and so on i.e. if the Code No. contain less than six digits zero(s) shall be mentioned in all the preceeding boxes to have six digits in all.

(ii) Similarly, the Challan Nos. should be noted in the five boxes as under. If the Challn No. is 1, the entry should be 00001, if the challan is 10, the noting should be 00010 and so on.

(iii) In the column for Date of entry the letters 'P' refers to the date of the month. The date shall be filled up as 01, 02........ 31. The boxes for Month and Year shall be filled up as stated in Paragraph 2 for depositors.

AMENDMENT OF WEST BENGAL ACT VI OF 1979

6. In the West Bengal Tax on Professions, Traders, Callings and employments Act, 1979—

i) In Section 9A, after sub-section (2), the following sub-sections shall be inserted :—

"(3) Any persons liable to pay tax under this Act, who has been enrolled on or before 31st day of October, 1990 and has not paid the tax due from him in respect of the year ending on 31st day of March, 1990 or the year ending on 31st day of March, 1991 by the date specified under rule section (2) of Section 8 or the 31st day of October, 1990, as the case may be, shall, notwithstanding anything contained in sub-section (3) of Section 9, not be liable to pay interest refund to any sub-section (3) of Section 9, if such person pays the entire amount of tax in respect of the such year or years on or before the 28th day of February, 1991.

(4) Any employer liable to pay tax u/s 4, who has not paid such tax in respect of any month or months during the period commencing from the 1st day of April, 1989 and ending on or before the 31st day of October, 1990 and has not furnished return or returns referred to section 6 for such month or months by the prescribed date, shall notwithstanding anything contained in sub-section (2) of Section 9, not be liable to pay interest referred to in sub- section (2) of Seciton 9, if such employer pays such tax due from him in respect of such month or monnths on or before the 28th day of February, 1991.

(5) Notwithstanding anything contained in sub-section (6) of Section 5 or sub-section (3) of section 6, no penalty shall be imposed upon any employer or person who has become liable to get himself registered or enrolled under that section any time after the 31st day of March, 1989 and not later than the 31st day of October, 1990, or any employer who has not furnished returns by the prescribed date under sub-section (1) of Section 6 in respect of the aforesaid period, if such employer or person obtaines certificate of registration or certificate of enrolment or furnishes returns, as the case may be, on or before 28th day of February, 1991 :

Provided that the provisions of sub-section (4) and sub-section (5) shall not apply to any person or employer unless he has been liable to pay or deduct from the salary or wages from his employees, in profession tax or employment tax and deposit such tax to any Municipal Corporation or Municipality or Local authority in accordance with the provisions or any law for the time being in force under which such Municipal Corporation, Municipality or Local Authority levies or collects such tax.

(2) In Section 19, after the proviso, the following proviso shall be added :

"Provided further that the provisions of this section shall not apply to a person or employer where he complies with the provisions containe in sub-section (3), sub-section (4) or sub- section (5) of Section 9A in relating to the period commencing from the date of liability to make payment of tax or to obtain certificate of enrolment or certificate of registration, as the case may be, and ending on the 31st day of October, 1990.

31 MISCELLANEOUS

GOVERNMENT OF WEST BENGAL

Office of the Dist. Inspector of Schools (S.E.), 24 Parganas.
60 B, Chowringhee Road , Calcutta-20

Memo No. 116/ G(2200) Dated, the 28th Feb, 1983.

To : The Secretary/Administrator /Headmaster/ Headmistress

Sub : *Smoothfunctioning of recognised Non-Government Secondary Schools of the District.*

(A) SCHOOL MANAGEMENT

(1) Founder and Life Member Category in the Managing Committee—Attention is drawn to note 2(b) of Rule 5 of the Rules for Management of Recognised Non-Govt. Institutions (Aided & Un-aided) in terms of Notification No. 640 -Edn.(S) dt. 24.6.81 where in the term 'Founder' means person(s) who has /have been recognised as such by the first committee of the institution constituted according to the rules after recognition .

Life Member means Person(s) who has /have paid not less than Rs. 20,000/- or its equivalent to the institution, shall be the Life Member of the Committee during his life time or shall have the right of nominating a Person as a member on the Committee. But a person who has donated Rs.10,000/- or more in cassh or kind immediately preceeding the date of issue of Notification No. 855 -Edn.(S) dated the 23rd December, 1980, shall, however, continue as a Life Member of the Committee. In order to substantiate such claim, where donation is made in cash, the Head of the Institution will please furnish documents of deposits of the same in the Bank/Postal Account of the Institution with supporting entry thereof in the Cash Book.

(2) Special Constitution—Institution seeking special constitution of the managing Committee should apply in triplicate to the Board through this office with an advance copy to the W.B.B.S. Education alongwith necesary documents.

(3) Administrator appointed in a school should follow the instruction of the Board in toto in respect of reconstitution of the M.C. In the event of this failure reasons may be assigned for such while seeking extension of his tenure along with a copy of programme of election of the M.C. Ordinarily, the case of extension of term of Administrator for the 2nd time will not be recommended.

(4) Where changing of Operators of Bank and Postal Account takes place after the reconstitution of the M.C., the School authority will produce the original Minute Book containing such resolution to the Bank/Postal Authority for verification along with true copy of the relevant resolutions. When the Bank /Postal Authority desires the attestation of such resolutions in writing, the School authority may only contact the D.I. /Schools or A.D.I./Schools (S.E.)

(5) The Heads of the Schools wherein Govt Grants are being utilised

through the Drawing and Disbursing Officer should immediately insist on the appointment of administrator with a duplicate copy of the proposal with a view to expediting the formation /reconstitution of the Managing Committee.

(6) Finance Sub-Committee /Acadamic Council /Staff Council —Every recognised Institution (Aided/ Unaided) must have the Finance Sub-Committee, the Academic Council and the Staff Council as per rules 15, 30 & 29 respectively of the Rules for Management of Recognised Non-Govt. Institutions (Aided & Un-aided) irrespective of whether the institution is under the management of a Committee or Administrator.

(B) GRANTS-IN-AID.

(1) Grants-in-aid application for the first six months of 1983-84 should invariably be supported with Audit Report of 1981-82 together with the utilisation certificates of the previous grants. Instructions in this regard issued from this end previously may please be strictly adhered to otherwise the release of grants may be delayed.

In no circumstances amount placed in special account on Salary Head shall be diverted to any other account and the balance thereof be shown in a seperate statement at the time of submission of G.A application stating the reason(s) for such accrual of unspent balance. If utilisation certificate of both recurring & non-recurring grant for any previous period remains outstanding, release of grant may be kept withheld.

(2) Maximum limit of other fees and charges to be collected by the school from the students should not exceed the prescribed rates as per Schedule of Education Department's No. 29-Edn. (S) dt.11.1.83

(3) School fund should under no circumstances be diverted to meet the contengencies relating to Court Cases.

(4) The benefit of Rural Allowance which came into force in terms of G.O.No. 1213-Edn. dt. 4.2.58, read with subsequent G.O. No.5396 -Edn. dt. 18.5.58 has been retained and extended in addition to House Rent Allowance even to the teachers of Jr. High /Jr. High Madrasah /High Madrasahs in rural areas in terms of G.O. No. 476- Edn. (B) dt. 17.10.81 and No. 5.Edn.(B) dt.11.1.82 while terms and conditions remain unchanged i.e they reside in the rural area in which the School is situated irrespective of whether they reside in their own houses or in rented houses. Teachers enjoying rent-free quarters or those residing in School building or School Hostels will not be entitled to this special allowance.

(5) In regard to House Rent Allowance Govt. Order. Nos. 475 Edn.(B) dt. 17.10.81. 1963-Edn.(CS) dt. 29.12.81 and 5-Edn. (B) dt. 11.1.82 may please be gone through before drawing such allowance and necessary certificates from incumbent concerned should be kept in School Office.

In this connection Block Headquarters will mean the area of the Town or the Village / Mouza in which the concerned Block is situated (Vide Education Directorate's No.554(46)-G.A. dt. 5.7.82)

House Rent is admissible on the total amount of D.A Pay calculated in the manner viz.

(i) 36% of Basic Pay upto Rs. 300/-

(ii) 27% of the Basic Pay more than Rs. 300/- subject to a minimum of Rs 108/- and a maximum of Rs. 243/- p.m. as enunciated in G.O. No. 161 - Edn. (B) dt. 7.4.82.

(6) The Scales of Pay of Teachers, Librarians and Undergraduate teachers have since been revised in the following manner.

(a) Teachers having Intermediate qualification including B.A./ B.Sc./ B.Com. (Pt I)—Rs. 360/- to Rs 815/-.

(b) Librarians—The recruitment to the Post of Librarian, in future should be from Graduates with Diploma In Lib. Science. No higher qualifications should be considered vide G.O.No 17-Edn.(HS) dt. 18.3.82 Rs. 550-25-750-30-900/- with Master Degree : Rs. 560/- to 900/-.

But in case of existing incumbent the Pay scale has been approved according to qualification in terms of G.O. No. 372-Edn.(S) dt.31.7.82.

(c) Craft Teachers—Having Matriculation with 2 Years' training certificate as their qualification in terms of G.O No. 401-Edn (B) dt. 7.9.81 Rs. 360-10-400-15-520-20-760-25-815/-.

(d) Craft teachers with more than 2 years' and less than 5 years' Diploma—425-1050/-. Vide No.372 -Edn.(B) dt. 31.7.81.

(7) The benefit of next higher scale of pay on completion of 18 Years' continuous service in certain contingency as contemplated in G.O. No. 402 (6) Edn.(B) dt. 26.10.81 has been granted in terms of G.O. No. 407(6) Edn- (B) dt. 14.9.82 (Pages 234) w.e.f. 1.4.81 thereby such fixation shall be made at the next higher stage of pay drawn in the lower scale while the date of next increment remaining the same as it would have been in the lower scale of pay. While submitting the fixation statement the School should furnish the Service Book of the incumbent concerned for verification.

(8) *Underqualified Hd.Master/ Hd.Mistress will get qualification pay plus 20% working allowance provided the total amount does not exceed the initial pay of the Hd.Master /Hd. Mistress's scale of pay as per Education Directorate's No. 59-GA dt. 16.1.82.

Underqualified Hd. Master /Hd. Mistress appointed after 24.12.66 may be replaced by a qualified person if he /she fails to improve his her qualification as required for the Post of Hd. master/ Hd.Mistress within the stipulated period of 3 years in terms of G.O.No. 386-Edn.(S) dt. 12.3.74.**

Henceforth appointment to the Post of Hd. Master /Hd. Mistress in a High School shall be governed in the light of the latest G.O.No. 530.Edn.(S) dt. 2.9.82 wherein the Acadamic and Professional qualifications as laid down in the existing orders shall, however remain unchanged while 10 years' teaching experience in a recognised Secondary School shall be required in lieu of 5 Years' teaching experience.

Trained Candidate with Masters degree who has secured not less than 40% of marks at M.Com Examination with 10 Years' teaching experience shall be eligible for appointment in terms of G.O.No. 220.-Edn.(B) dt.29.5.82.

(9) All the wholetime incumbents of Senior Madrasahs will get he benefit of revised scale of pay w.e.f 1.4.81 as per principles laid down in G.O.No.492 (6) Edn. (B) dt. 26.10.81.

(10) A good number of Schools are learnt to have owned landed property. The income & expenditure of the Revenue of such assets shall be required to be shown in the Cash Book of the School and the Audit Report of the year concerned.

(11) As per G.O.No.10286-F dt. 20.9.82 the personel whose scales have been omitted from the schedule to the West Bengal Services (R.O.P.A) rules, 1981 or who have not opted for the revised scales of pay of 1981 are drawing Basic Pay upto Rs. 220/- p.m. shall draw further Addl. D.A. of Rs. 26/- p.m w.e.f. 1.7.82 over and above the total D.A elements drawn prior to 1.7.82.

(12) *The Non-teaching staff of the School opting to come under the revised scale of pay w.e.f 1.4.81 or any subsequent date shall retire at the age of sixty years. The Clerk and the Class IV employee who have opted to remain in the existing scale of pay (Pay scale 1975) are entitled to extension of service upto 65 years of age.

Over and above, their pay and other admissible benefits in respect of their unrevised scale of pay an ad-hoc benefit of Rs.175/- and Rs. 125/- p.m for Clerk and Class IV respectively will be allowed w.e.f. 1.4.81 on the basis of an undertaking to be given by them agreeing to refund the amount if required (vide Education Directorate's No. 554(16) G.A.dt. 7.5.82).

(C) APPOINTMENT /APPROVAL

(1) Apart from recruitment formalities for Jr,High/High/H.S/ Madrasahs as envisaged in Education Directorates Memo No. 1464-GA dt. 24.8.81, (Recruitment Rules dated 1.8.81 has been sent to the District Inspector of Schools, 24 Paraganas, Vide the memo no. 1464 dated 24.8.81) the following guidelines, in this regard may also please be kept in mind.

(a) Any in-service candidate seeking a fresh appointment anywhere should be asked to furnish a no-objection certificate in regard to his/her immediate release from the Post from his/her present employer along with the application otherwise his/her candidature may not be considered for interveiw in the interest of the School.

EVERY PANEL SUBMITTED FOR APPROVAL TO THIS OFFICE MUST ACCOMPANY THE FOLLOWING DOCUMENTS IN ADDITION TO EXISTING PROCEDURE

(i) Preliminary screening report of the selection committee ;

(ii) Documents relating to extra-curricular activities when marks are awarded on the head. Marks should be awarded on the strength of certificates relevant to teaching profession.

(iii) Individual marking on viva-voce of individual member of S.C to be shown and finally arrived at an average position after compilation.

(iv) Attested copies of mark sheets in respect of the first three candidates of the panel so prepared.

(v) Copies of Postal receipts showing despatch of interveiw letters by registered post.

(2) Letter(s) of appointment(s) should be issued under registered Post with A.D.

(3) Approved Panel remains valid for one year and validity may be extended for another six months by the D.I./Schools under special circumstances if

so desired by the School.

(4) No fresh approval is required in case of teachers whose names are shown in the G.A. Memo of the W.B.B.S.Education, but in other cases, the Post sanctioning memo, resolution of the M.C. regarding appointment, certificate regarding receipt of D.A., G.A. etc. from the date of appointment & other relevant documents, if any, must be enclosed for approval. All outstanding cases including temporary approvals and part-time appointments in H.S. Section subsequently made full time or Ad-hoc appointments in H.S. may be submitted immediately for regularisation of the cases.

(5) As regards further retention of additional Posts of teaching and non-teaching staff beyond 28.2.83. I have to inform that those Posts have been retained upto 31.8.83 by the Director of Secondary Education, West Bengal by his No. 147(16) G.A.dt. 11th/ 14th February,1983.

I have to state further that approvals of the appointments of such incumbents as stated before who have in the meantime completed two years of satisfactory service continuously may be declared substantive on receipt of a proposal to that effect from the school .

(6) Proposal for filling up of vacancies must be prepared keeping a vigilant eye to the principles of reservation of vacancies for S.C. & S.T. community candidates effected from 15.8.76. Post sanctioning memo, copy of approval letter of the previous teacher, if it be a resultant vacancy, along with other paper normally required should be furnished.

(a) Deputation of teachers appointed against Addl.Posts not retained on substantive basis is not permissible and as such approvals already given to such teachers on such condition will be modified accordingly as and when these will be received from the schools concerned.

(7) Creation of addl. posts for instructional purpose on fake enrolement is condemnable in veiw of helping drainage of public money without any purpose. So far as the Heads of institutions are concerned, such actions lead to professional misconduct. As for instance 5 addl. Posts were sanctioned during '80-81 to Kakdwip Birendra Institution but it transpires from an enquiry held in December '82 that as many as 10 teachers stand surplus and in other instance in Sunderban Jr.High School, P.O. Hingalganj, Bashirhat, 4 teachers stand surplus out of 10 teachers in the School at present.

While submitting applications for creation of addl. posts the Heads of Institutions are requested to split up the enrolment of each class on the following heads :

(i) By promotion ; (ii) By detention ; (iii) By the closure of the School course ; (iv) By admission on guardian's option ; (v) First admission.

Heads of institutions are hereby requested not to open additional units unless it is unavoidably necessary and without making adequate arrangement for accomodation for the proposed additional class units.

(8) Lists of candidates, in duplicate possessing degree/diploma/certificates issued by the Educational Institution of Bangladesh, the examinations of which were held after 16.3.71 appointed in his/her School should be submitted to this

office within 15 days from the date of receipt of the Circular. Henceforth prior to selection of such candidate for such appointment, approval of the D.I/S(S.E) should be sought for.

(9) The candidates sent by the Local Employment Exchange, the approved part time teacher of the School appointed in terms of G.O.No.150-Edn. (H.S.) dt. 15.9.78 or D.S.E.,W.B's No.452(6)- Sc.(H.S.) dt.12.1.81 should be called for interveiw for filling up a full time vacant post of the school vide D.S.E.,W.B's No.1168(16)-G.A. dt.4.12.82.

(10) Staff position in respect of 2-Class 4-Class Jr. High Schools—Out of 6 teachers being the minimum requirement for a 4-Class Jr. High School one shall be Graduate in Pure Science and another in Life Science, while in case of 2-Class Jr. High School, there shall be one Pure Science Graduate out of the minimum requirement of 3 teachers.

(D) ACADEMIC ASPECT

(1) Answer Scripts of the Annual Examination shall be kept reserved in School at least for the next one year ;

(2) Blank papers to be used for the purpose of Examination should be purchased at a control rate from Consumer's Co-operative Stores.

(3) Transfer Certificates requiring counter signature of the D.I of Schools may please be sent to this Office through a Class IV staff along with the original admission register, attendance register, & result book for verification before issuing the same to the students concerned.

(4) One copy of the approved list of holidays should be submitted to this office.

(5) Instructional hour during a year should be 1000 hours distributed over 200 days besides the period spent on examination.

(6) If excessive diminution in roll strength resulting in derecognition of any School and surplus of staff thereby are proved to be due to negligence and inefficiency of the staff, their cases of transfer to any other School(s) may not be favourably considered.

(7) The term of permission for continuance of co-education accorded to the School has been extended by the Board upto 31.12.83 (vide circular No.S/26 dt. 18.1.83). If the permission for co-education is not all sought for, the School authority should take immediate steps for submission of application in the prescribed proforma in triplicate through this office.

(8) In case of any School maintaining fake enrolment it shall be liable to be declared unaided ; and where the enrolment falling the minimum prescribed limit, the authority will be moved for its derecognition.

(9) If the results of the Madhyamik Pariksha of any School fall below 33⅓ %, 25% and 20% (i) For Schools in Calcutta, industrial areas and district Headquarters ; (ii) for other areas and (iii) for educationally backward and unschooled areas respectively, the School may be brought to the unaided status as per rules.

(10) Permission for introduction of co-education to a School will not ordinarily be recommended if there is a girls' school in the locality. A relaxation to this policy may be made where there is acute problem of accomodation in the local girl's school.

(E) SERVICE BOOK & PENSION PAPERS

(1) Times without number it is constantly being reminded to keep the service books of all teaching and non-teaching staff of the School up-to-date, so that, pension case, when occasion arises, may be submitted to the appropriate authority through this Office for finalisation of terminal benefits without any delay.

(2) Preparation of Service Book & Pension case should be done in conformity with the existing rules published from time to time.

(3) Break in service not exceeding 12 months shall automatically count towards Pension provided that break in service was not caused by dismissal or removal from service as a measure of penalty vide G.O.No.85-Edn(S) dt.28.1/2.2.81.

WEST BENGAL BOARD OF SECONDARY EDUCATION

NOTICE

Distribution of Board's publications through Schools Co-operative Societies.

It is hereby notified for information of all registered School Co-operative Societies that they may lift all Board's publications at a discount of 15% on Ganit for Classes VII,VIII, and IX and at a discount of 10% on other publications of the Board against proper requisition, certified by the head of the institution under his/her office seal duly supported by a Xerox copy of the letter of Registration issued by the Registrar/Assistant Registrar of Co-operative Societies.

Such requisitions should first be submitted to Shri A.Gupta, Special Officer (School Management) at 77/2, Park Street, Calcutta-16 for issue of necessary order for delivery of books .

Sd/-A.Gupta
Special Office (School Management)

GOVERNMENT OF WEST BENGAL

Education Directorate
Physical Education

Memo No. 535-Phy. Edn. Dated, Calcutta, the 21st Feb.1986

From : The Directorate of School Education, West Bengal.

To : The Secretary/ Administrator/Heads of all the Institutions.

Sub : *Physical Education Teachers engaged in Dist.School Sports Association Works, to be treated as on duty.*

Physical Education includes Games & Sports forms an integral part of the new curriculum and syllabus for the Madhyamik Pariksha of West Bengal Board of Secondary Education. Involvement of more and more boys and girls is required for the promotion of physical Education activities.

West Bengal School Sports Association, a recognised body, having the patronage of the State Government conducts games and sports among the students of Secondary Schools with the help of its District branches namely District School

Sports Association.

The School Games Federation of India helds a number of National Meets in different parts of India. West Bengal state participates in almost all the National Meets. The services of Physical Education Teachers is very essential in this state as well as in the districts for selecting boys and girls for the said National Meets.

It is, therefore, requested that on written requisition from the Directorate of Physical Education or the District Officer for Physical Education & Youth Welfare, the services of Physical Education Teachers may be placed under the disposal of the District School Sports Association or the West Bengal School Sports Association, if and when required.

The absence of such persons who have to be away from school, only on requisition of their services by the persons mentioned above, may be treated as on duty .

Sd/-S.Ghosh
Director of School Education,
West Bengal.

DIRECTORATE OF SCHOOL EDUCATION

Memo No. 2560 (17)-Sc/S   Dated Calcutta, the 10th Nov., 1986

From : The Director of School Education, West Bengal

To : The District Inspector of Schools (Sec.Edn).

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....

Sub : Participation in the training programme for teaching English in Secondary Schools.

The undersigned has to inform him that the West Bengal Board of Secondary Education has arranged for training course in each district to make the teachers well-acquainted with the new method and the new syllabus for English and as such Training Approach Committees have been set up in each district to organise such programme in the 2nd phase.

Under the circumstances he is requested to issue instruction to all heads of institutions under his jurisdiction to contact Training Approach Committee of his district with a veiw to taking necessary steps to make at least one teacher of each secondary school well-equipped with new method and syllabus of English in the 2nd phase.

The expenditure towards actual expenses for attending the Training Course from the School concerned and back along with meal charges may be met out of the Developement Fund of the school, considering the interest of the students.

Sd/-J.Sengupta,
for Director of School Education,
West Bengal.

WEST BENGAL BOARD OF SECONDARY EDUCATION

77/2, Park Street, Calcutta-16

Circular No. S/1110   Dated : 25-8-1987

From : The Secretary,
West Bengal Board of Secondary Education.

To : The heads of
All Secondary Schools under this Board.

Sub : *Duties & Functions of teachers of a Secondary School.*

The undersigned is directed to state that the Board for some time past had been moved to clarify the duties and functions of a teacher of a Secondary School—such as invigilation duty in examination of the School, evaluation of answers scripts, works relating to publication of results, writing of prcgress reports etc.

The matter was placed before the 24th meeting of the Board dated 18th December, 1986 as it involves the educational process as a whole .

After prolonged deliberations on all aspects of School education it was resolved that all works and activities centering round the education of a student—such as teaching in class room followed by setting of question papers, invigilation duty in the examination room, evaluation of answer scripts, recording of marks, writing of progress reports and performing invigilation duties in examinations conducted by the Board and other duties related to the process of School Education fall within the bounden duties and functions of teacher serving in a Secondary School.

The Heads of the Institutions are requested to bring this Circular to the notice of all concerned.

Sd/- Sudhin Chattopadhyaya
Secretary.

WEST BENGAL BOARD OF SECONDARY EDUCATION

Circular No. EX/HE/S/1237 November 20,1987.

From : Prof. Sudhin Chattopadhyay, Secretary
West Bengal Board of Secondary Education.

To : The Heads of All Secondary School Recognised by the
West Bengal Board of Secondary Education.

Sub : *Medium of instruction and medium of examination.*

Sir/Madam,

Your attention is invited to the Curriculum and Syllabuses (Page 10) of the Board regarding the medium of instruction and medium of examination which is quoted below :

"Any of the approved First Languages may be used as the medium of instruction in schools, but answers at the Boards Examinations can be written only in Bengali, English, Hindi, Nepali, Urdu and Oriya. In a language Paper answers must be written in that language unless otherwise specified in the question paper".

It was observed that despite the Board's clear and specific instructions candidates for the Madhyamik Pariksha (Secondary Examination) sent up by some schools wrote answers in non-language subjects languages other than the six approved.

Attention of all school authorities is therefore, drawn to the above instruction with a request to note that answers written in unapproved languages will not be entertained.

Yours faithfully
Sd/- Sudhin Chattopadhyay
Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION

77/2, Park Street, Calcutta-16

No. S/376 Date. 7.5.88

To : The Heads of all recognised X-Classs Institutions under the jurisdiction of the Board.

Sub : *Medium of Instruction /First Language (s) /Additional subjects.*

Dear Sir/ Madam,

In reference to the above, I am directed to communicate the decision of the Board, in terms of the Reolution adopted in the meeting of the Executive Committee of the Board on the basis of a recommendation of the Recognition Committee made in its meeting held on 23.9.1987, which reads as follows :—

(i) If the medium of instruction is not mentioned in the Board's order relating to granting of recognition to an institution, the said medium of Instruction should be treated as 'Bengali'.

(ii) In the event of introduction of any First Language/s other than Bengali, the said First Language/s should be shown against each candidate in the list of students in Class IX, to be submitted to the respective Regional Offices within the prescribed time.

(iii) Regarding offering of additional subject, a student, subject to the permission of the Head of the institution can offer any of the authorised subjects as prescribed by the Board as his/her additional subject provided that (a) the Head of the Institution agrees to arrange for his/her Test Examination under his /her supervision and forward his/her marks in terms of Boards proforma provided in the application form for admission to the Madhyamik Pariksha (S.E.), and (b) the said additional subject is shown against the name of the student in the list of students in Class-IX to be submitted by the school to the Respective Regional Offices.

(iv) In case, a student likes change to his/her additional subject, he/she may seek for such change in writing to the head of the Institution within first three months of the academic year in Class-IX. The case may be dealt with by the Head of the Institution.

Yours faithfully,
Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION

77/2, Park Street, Calcutta 700 016.

No. S/440 Dated 16th June, 1988.

NOTIFICATION

Sub : *Conditions and procedures for changing the name of a recognized Secondary School.*

As per decision of the Executive Committee adopted at its 81st meeting held on 21.4.88, on the above subject, it is hereby notified for information of all concerned that the authorities of a recognised Secondary School intending to effect any change in the name of the Institution will be required to fulfil the following

conditions and observe the following procedure :

(A) **Conditions :**

(1) The prayer for change of name of a recognized Secondary School may be accepted by the Board where such change is proposed in order to perpetuate the memory of or in grateful recognition of a universally accepted leader or an eminent national leader or a person of the locality who has made outstanding contribution, financial or otherwise, towards the development of education in the area where the school is located, or has distinguished himself/herself in other sphere of work in the locality.

(2) Where the name of a recognised Secondary School is proposed to be changed by the School Authorities in consideration of the contribution in cash or kind made by a person or persons of the locality, or in recognition of the services rendered by a person or persons, either to perpetuate his/her/their own memory or the memory of any of his/her/their relations(s), such proposal may also be accepted by the Board provided the value of the donation received for the purpose is not less than Rs.50,000 (Rupees fifty thousand) in case of a Junior High School, and not less than Rs.1,00,000/- (One Lakh) in case of a High School including Higher Secondary ? School, but excluding independent XII Class schools. In case of contribution in kind, the School Authority shall obtain a certificate from a Government Valuer of property showing the value of the property gifted to the School in connection with the proposed change of name.

(3) The Board shall ordinarily not entertain any proposal for the change of name of a recognised Secondary School which has earlier been changed in the line noted above and that there shall be no change in the name of a School if it is already recognised by the Board after the name of a person.

(B) **Procedure :**

In submitting a proposal for change of name of a recognised Secondary School the following procedure will have to be observed by the School Authorities :

(1) The School Authority shall adopt a resolution stating fully the reasons for the proposed change in the name of the School.

(2) Thereafter the School Authority shall convene a public meeting of the local people with due notice in at least two leading newspapers and also in the offices of Gram Panchayet, Panchayet Samity and local Educational Authority for aceptance of the resolution of the School Authority by adopting a resolution in support of the proposed change of name of the school. Simultaneously, objections, if any, to the proposed change of name, to be filed within one month from the date of publication of the advertisement, be invited by the school authority by publishing the proposed change of name of the school in a prominent daily.

(3) The School Authority shall then consider objection/s, if any, raised in the public meeting or received in response to the newspaper publication and take a final decision.

(4) The concrete proposal for change in the name of the School as finally adopted along with documentary evidence of contribution, copies of the

resolutions of the School Authority and of the public meeting and copies of news-paper insertion alongwith public objections, if any, and School Authority's observations thereon shall be submitted to the Board through the District Inspector of Schools (S.E) concerned.

(5) The District Inspector of Schools concerned will send the application for change of name of the school along with the relevant documents with his observations thereon to the Board.

The decision of the competent authorities of the Board in the matter of acceptance or rejection of the application for change of name of the school shall be final.

This notification is issued in supersession of all previous orders, circulars and notifications of the Board in this respect.

Sd/- Sudin Chattopadhyay
Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION

77/2, Park Street, Calcutta 700 016.

Notification No. S/706 Dated Calcutta, the 15th Sept., 1988

To : The heads of all secondary schools recognised by the Board.

NOTIFICATION

The heads of all recognised secondary schools are hereby informed that in pursuance of the decisions of the Government of India as forwarded to the Board by the Government of West Bengal, the President, Board, in exercise of the powers conferred unon him under Section 28(2) of the West Bengal Board of Secondary Education Act, 1963, as amended, has been pleased to pass orders directing the heads of all recognised secondary schools to examine various forms and registers used by them, and effect the following changes in those forms and registers :

1. The column "Father's name" in the various forms and registers should be substituted by the entry "Name of Father/Mother/Guardian".

2. Reference to caste and sub-caste in forms, registers etc. should be eliminated.

The candidates belonging to Scheduled Castes and Scheduled Tribes should be asked to indicate only the fact that they belong to Scheduled Castes and Scheduled Tribes and they should not be required to specify the name of the Caste or Sub-caste in the different forms filled in by them for the purpose of admission, examination etc.

Sd/- Sudin Chattopadhyay
Secretary.

WEST BENGAL BOARD OF SECONDARY EDUCATION

77/2, Park Street, Calcutta 700 016.

No. S/716 Dated 22.9.88.

From : Prof. Sudin Chattopadhyay, Secretary,
West Bengal Board of Secondary Education.

To : The Heads of all recognised Secondary Schools.

The Govt. of West Bengal has accepted the proposal of the West Bengal Board of Secondary Education for changing the persent academic session in schools (upto Class X) [vide Memo No. 886-Edn(s), dated 8th September, 1988]. In view of this, I am directed to issue this general Circular requesting all concerned to give effect to the new arrangement in the following manner :

1. From 1989 onwards, the academic session in schools (upto Class X) will start on the 1st day of May and end on the 30th of April every year.

2. Annual examinations of students upto Class IX of Secondary Schools will be held during the later part of March every year.

3. Results of annual examinations will be published by the 3rd week of April every year.

Transitional arrangement for the current session (1988).

A. For this year (1988), the annual examination and publication of results of Class IX shall be completed by December, 1988 so that teaching in Class X can be started from 1st January, 1989.

B. For the unsuccessful students of Class IX of this year (1988), revision lessons following routine for Class IX will be held from 1st January, 1989. These students will join the new Class IX from 1.5.1989.

C. Annual Examinations for other classes will be held according to the new session i.e. in the later part of March, 1989 and results published by the 3rd week of April, 1989. The extra time (December to March) thus available for the students upto Class VIII this year should be utilised for thorough revision and intensive exercise.

Further instructions in respect of last date of admission of students, Managing Committee election etc. consequent upon change of academic session will follow in due course.

Sudin Chattopadhyay
Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION

77/2 Park Street, Calcutta 700 016.

No. S/754

Date: 2.8.89

From : Prof. Sudin Chattopadhyay, SECRETARY,
West Bengal Board of Secondary Education.

Sub : *Conditions and procedures for changing the name of a recognized secondary school.*

Ref : Board's Notification No. S/440 dt. 16.6.1988.

AMENDMENT

In clause 2 under (B) Procedure - **for the phrase** " and also in the Offices of Gram Panchayat, Panchayat Samity and Local Educational Authority" **substitute the phrase** "and also in the Offices of Gram Panchayat, Panchayat Samity, Local Educational Authority, Corporation, Municipality and Notified Authority, as the case may be".

All concerned are requested to read the notification under reference with the above substitution.

Sd/- Sudin Chattopadhyay
Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2 Park Street, Calcutta-16.

No. 5/376 Date : 7.5.88

To : The Heads of all recognised X-Class Institutions under the jurisdiction of the Board.

Sub : Medium of Instruction/First language (s)/Additional subjects.

Dear Sir/Madam.

In reference to the above, I am directed to communicate the decision of the Board, in terms of the resolution adopted in the meeting of the Executive Committee of the Board on the basis of the recommendation of the Recognition Committee made in its meeting held on 22.9.1987, which reads as follows :—

i) If the medium of Instruction is not mentioned in the Board's order relating to granting of recognition to an institution, the said medium of Instruction should be treated as 'Bengali'.

ii) In the event of introduction of any First Language/s other than Bengali the said First language/s should be shown against each candidate in the list of students in Class IX to be submitted to the respective Regional Officers within the prescribed.

iii) Regarding offering of additional subject, a student, subject to the permission of the Head of the Institution can offer any of the authorised subjects as perscribed by the Board as his/her additional subject provided that (a) the Head of the Institution agrees to arrange for his/her Test Examination under his/her supervision and forward admission to the Madhyamik Pariksha (S.E.) and (b) the said additional subject is shown against the name of.the student in the list of students in Class IX to be submitted by the school to the respective Regional Offices.

iv) In case, a student likes to change his/her additional subject, he/she may seek for such a change in writing to the head of the Institution within first three months of the academic year in Class-IX. The case may be dealt with by the Head of the Instituion.

Yours faithfully,
Sd/- Sudin Chattopadhyay (Secretary).

GOVERNMENT OF WEST BENGAL
Education Department, Secondary Branch

No. $\frac{272(4) - \text{Edn (S)}}{10\text{M} - 19/90}$ Dated Calcutta, the 12th March, 1991.

From : Sri H.P.Mukhopadhyay, I.A.S.
Jt. Secretary to the Government of West Bengal.

Sub : Deployment of teachers of Secondary/Higer Secondary Schools and Madrasahs as Enumerators & Supervisors for 1991—Census operation.

The undersigned is directed to state that to conduct the enumeration of 1991—Census from 9.2.91 to 5.3.91 with the sunrise of 1st March, 1991 as the reference date a large number of teachers of Primary/Secondary/Higher Secondary Schools/Madrasahs of this State have been engaged as census personnel.

In order to facilitate the enumeration work it has been decided that teachers of Secondary/Higher Secondary Schools/Madrasahs will undertake census work by adjusting this work to their normal work subject to the following conditions :

i) that on the days of training the trainee teachers will be exempted from attedning the schools/Madrasahs ;

ii) that in addition, those teachers who attend schools. Madrasahs and take census at the same village or town, where they live will be exempted from attending schools/ Madrasahs for five days in the maximum during the period of enumeration ;

iii) that those teachers who reside in a village or town where they attend their schools and take census at a different village or town (and for the matter, in whose case two such factors are common) will be exempted from attending schools/Madrasahs for eight days in the maximum during the period of enumeration ;

iv) that those teachers who reside at a village or town, attend School/Madrasahs at another and take census at any different village or town will be exempted from attending Schools/Madrasahs for twelve for twelve days in the maximum during the period of enumeration.

Despite what has been state above, the teachers should be called upon to utilise the concession as sparingly as possible in the interest of Education. The extent of concession as stated above, to be allowed to each individual teacher according to varying situations, may be determined locally by the census charge Officers/Town census Officers involving them in the process.

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta-16.

Circular No. S/136 Dated 21.5.91

From : The Secretary
West Bengal Board of Secondary Education.

To : The Heads of all recognized Secondary Schools.

Sub : Deployment of teachers of secondary schools as Enumerators and Supervisors for 1991—census operation

The undersigned is directed to inform the heads of all secondary recognized under this Board that the teaching and the non-teaching staff, if any, of the schools who were appointed as Enumerators or Supervisors for 1991 census operation of West Bengal, Education Department Memo No. 272-(4)-Edn.(s) dated 12.3.91, as appended herein below

S/- Sudin Chattopadhyay
Secretary

Govt. of West Bengal
Office of the Dist. Inspector of Schools (S. E.)
South 24–Parganas
60–B, Chowringhee Road, Calcutta — 20

	Question	Reply
A)	First recognition and upgradation.	
1.	What is the present system of first recognition and upgradation ?	For this purpose applications which were submitted to the W.B. Board of Secondary Education/ W.B. Madrasah Edn. Board with requisite fees and for the establishment of new ones proposals of Zilla parishad and Municipalities endorsed for inspection by the Education Department are taken up for inspection.
2.	How to apply for extension of recognition ?	Schools have to apply to the board of Secondary Education/Madrasah Education Board for such extension at least six months ahead of the expiry of the term of recognition.
3.	Can a recognised school be derecognised ?	Yes, When a school fails to maintain terms and conditions necessary for the purpose, Board may withdraw its recognition.
B)	Management of schools Madrasah.	
4.	How a School/Madrasah is managed?	It is managed by a duly constituted Managing Committee/an Ad-hoc Committee appointed by the Board/an Administrator appointed by the Board. Some Schools/Madrasahs enjoy special constitution and some schools under the churches constitute Managing Committee as provided in the Govt. order in this connection.
5.	What is the term of M. C. ?	Three years or upto such period as extended by the Board.
6.	When election to reconstitute the M. C. has to be held ?	At least three months prior to the expiry of the term. In cases of newly recognised schools, within six months of first recognition. (But until appointments of teachers are approved such election may not be held).
7.	School Madrasah applied for extension of the term but did not get the order of extension before expiry of the term. What should be done ?	The Head of the Institution should bring the matter to the D.I. of schools (S.E) in time so that he may arrange to appoint D. D. O./Administrator. In no way a M. C./

	Question	Answer
		AD-hoc Committee Administrator whose term expired should be allowed to function.
8.	How to Co-opt, a guardian member ?	A guardian member has to be co-opted from the approved Final Voters' List on the basis of which the election was held where his name occurred against the name of his ward (s).
9.	When majority of the members tender resignation, what should be done ?	The matter should at once be brought to the notice of the Board as well as to the notice of the District Inspector of schools (S. E.).
10.	Who should be approved as a Founder member ?	After getting the first recognition the election to reconstitute the Managing Committee has to be held within six months and this newly elected committee has to approve the name (s) of Founder (s) in its first meeting and then the name (s) have to be sent to the District Inspector of schools (S. E.) for approval. An organising teaching and non-teaching staff cannot be treated as Founder.
11.	Who is to see to the matters relating to of Managing Committee of the School/Madrasah ?	Head of the Institution has to take steps to reconstitute the Managing Committee. He/She has to report all about the situation of Management of appropriate authority. He/She is the responsible person in this regard. When he/she is reluctant in this matter on recommendation of the Managing Committee, D.I. of schools (S. E.) /Board may appoint any senior teacher to perform the function.
12.	Is a teacher-in-charge eligible to hold election to reconstitute M. C. in absence of the Headmaster/Headmistress due to illness or otherwise ?	Yes, With approval of competent authority.
C)	Capital grant, Repair grant, Addl. Post.	
13.	How oto apply for Capital grant, Repair grant, Furniture grant and other non-recurring grant ?	At present Capital grants and Repair grants are placed with the Zilla Parishad. And application for these grants may be submitted to the Zilla Parishad and a

copy may be sent to the D. I. of schools (S. E.).

For furniture and other non-recuring grant, application may be submitted to the D. I. of schools (S. E.).

14. How to apply for addl. post of teacher or non-teaching staff ?

It is the system that D.I. of schools (S.E.) sends proposal for sanction of addl. posts of teaching and non-teaching staff to the Director of School Education when the later calls for such proposal. The proposal is prepared on the basis of last three years' enrolment. The teacher-pupil ratio is 40 : 1. Schools has to submit application for such posts showing three years' enrolment and staff pattern of existing staff to the D. I. of schools (S.E.).

15. Roll strength of lower classes is more than the ratio 40 : 1 but in upper classes it is lower than the ratio. Can school apply for such posts ?

Yes, If the ratio of the total enrolment justifies such posts. Application for posts of 2nd clerk and 3rd class IV staff total enrolment should be more than five hundred for the last three years may be submitted.

16. When application for the creation of the post of A.H.M. can be submitted ?

If the enrolment of the Institution as 300 or more for the last three years.

17. How to retain an addl. post and get approval of the incumbent on permanant basis ?

School has to apply to D. I. of schools (S.E.) showing enrolment of the school together with M. C.'s resolution regarding the service of the employee three months ahead of the term of the post (s).

18. If roll strength falls below the requisite number what should be done ?

In that case school has to submit necessary information and the post will be withdrawn and the incumbent will be treated as surplus and the surplus teacher has to be placed elsewhere.

19. An employee of a non-Govt. aided Secondary Institution wants to be transferred to another such schol. What should be done ?

There is no such provision of transfer from one non-Govt. aided Secondary Institution to another.

Die-in-harness cases.

20. Which are the requisite papers for registering the name in the Line Register for the die-in-harness candidates ?

There is a prescribed form for this purpose obtainable from D. I.'s office. It contains two parts, one for the particulars of the deceased and the other

for the particulars of the candidate. Necessary papers are — 1) Death Certificate, 2) Approval Memo, of the deceased, 3) Income Certificate of the family from Panchayet Sabhapati/Municipal chairman. 4) Qualification Certificates of the candidate. 5) Application of the Candidate duly forwarded by the Head of the Institution.

D) Grant-in-aid

21. How to place arrear claim ?

Arrear claims are of two kinds —
1) Current year's claim and 2) Claim beyond current financial year. A school may make payment of any dues of the curent financial year out of current year's allotment if fund permits and if not the claim should be places to the D. I. of schools (S.E.) together with relevant papers and this amount will be released together with the next month's salary. As for claim beyond current financial year, school has to submit the claim to the D.I. of schools (S.E.) as per D. S. E's Memo. No. 2627 — GA (17) dt. 8.11.89 in triplicate for on word transmission to D. S. E. for sanction of the amount.

22. Is approval of D.I. of schools (S.E.) required for 10 years / 18 years / 20 years benefit ?

Such approval is not required. But it has often found that somehow or other mistake occured at school level in most of such cases. As such it is advised — that approval of D. I. of Schools (S.E.) may be obtained in respect of such benefits. Papers required for such approval Service Book, M. C. resolution and a re-fixation statement.

23. What is the rule regarding admissibility of higher scale due to enhancement of qualification ?

Higher qualification (Hons./M.A.) is obtained in a subject relevant to appointment teaching of the incumbent or in a subject not relevant to his her appointment/teaching.
As provided in G.O. No. 372–Edn (B) dt. 31.7.81 an existing teacher i.e, who was in position on or before 31.3.81 and have obtained higher qualification in a

subject relevant/non-relevant to his appointment/teaching is entitled to higher scale of pay relevant to the qualification w.e.f, 1.4.81 if the subject is relevent and after five years from the date of obtaining higher qualification if the subject is not relevant to his appointment/teaching. Those who obtained higher qualification on or after 1.4.81 will not get higher scale if the subject is not relevant to appointment/teaching ; but if the subject is relevant higher scale is admissible from the date following the last date of examination both theoretical and practical, if passed.

24. Is approval of D. I. of schools (S.E.) required for such benefit of higher scale ?

Not necessarily. But it is better to get it approved/intimate in time so that the claim due to enhancement of qualification may be included in the salary to be released.

25. What is to be done when a new appointment is approved any staff resigns/dies/retires ?

1) When an appointment is approved his/her salary, should be claimed to the D. I. of Schools (S.E.) immediately so that the amount can be included in the next grant.

2) For any death / resignation / retirement D. I. of Schools (S.E.) should be apprised of so that the next grant of salary may be released without inclusion of the salary of that staff.

26. What should be done when it is found tha fixation of pay of pay or other matters of identical nature have been done in different manner ?

It should at once be brought to the notice of D. I. of schools (S.E.) and should be got corrected.

27. When an incumbent sits for an examination, who will sanction his/her leave for such purpose ? Is such sanction necessary ?

West Bengal Board of Secondary Education / West Bengal Madrasah Education Board will sanction such leave when recommended by the M. C. and unless it is sanctioned benefit of higher scale etc, is not admitted by D. I. of Schools (S. E.)

28. Option exercised with objection and now on extension. What salary is admissible ?

As per G. O. No. 328-Edn (B) dated 3.9.90 salary as enjoyed prior to issuance of G. O. No. 33-Edn (B) dated 7.3.90 is admissible.

29. Whether date of option can be changed?	No as per rule, option once exercised is final. However, authority may be moved for this purpose.
30. How to adjust overdrawn amount ?	Any amount overdrawn for any reason/circumstances should be recovered as soon as it is detected. After calcultion of the exact overdrawn amount school authority should recover it within his/her service period. Such recovery should be noted in his/her Service Book.
31. Who can enjoy Adhoc Bonus ?	Whose gross emolument excluding M. A. & H. R. A. is within Rs. 2500/- per month in the scale of pay enjoyed.
32. In a Jr. High School more than one teacher obtained higher qualification in one subject. Are all of them entitled to higher scale of pay ?	Yes, if the subject is relevant to appointment.
33. What should be the date of increment in cases — 1) When a teacher passes B.Ed. 2) When a teacher enhancss qualification. 3) When a teacher enters into new scale of pay and passes B. Ed. or obtains higher qualification.	1. a) He/She is entitled to 1st increment from the date following the last date of Examination (if passed), if he she has at least one year's experience before undergoing B. Ed. b) When a fresher candidate undergoes B. Ed. and enters service during the course of B. Ed., he/she is entitled to 1st increment (if passed) after one year from the date of entry into the service. 2. From the date following the last date of examination (if passed) both theoretical and practical, if the subject is relevant to his/her appointment. 3. From the date following the date of completion of one year's service from the date of his/her option in the new scale.
34. Is a teacher having physical Education Degree (B. P. Ed.) appointed in a post other than Physical Education post entitled to increment ?	No. He/She will be treated as an untrained teacher until obtains B. T./B.Ed./P.G.B.T.

	Question	Answer
	ROPA—90	
35.	No Form of option has been earmarked in respect of those who continued upto 60 years of age and retired between 1.1.86 to 1.1.90 without enjoying benefits of extension of service, which Form is applicable to them in respect of ROPA — 90 ?	Form VIII–B will be applicable.
36.	Is any written declaration for retaining existing scale of pay required ?	No written declaration in this respect is necessary. If any employee who was in service on 31.12.85, does not opt or fails to opt within the prescribed date revised terms and conditions of service w.e.f. 1.1.86 would not be applicable in his/her case.
37.	When should an employee who is on deputation / leave / suspension be allowed to exercise option ?	He/She should be allowed to exericse option within 90 days of the date of return rejoining.
38.	Is benefit of G.O. No. 33–Edn.(B) dt. 7.3.90 applicable to the employees who died on a date between 1.1.86 to 7.3.90 and if so, from which date considring the fact that the question of exercising option to ROPA–90 does not arise in such cases ?	Revised scale of pay may be made applicable from 1.1.86 or from such subsequent date prior to the date of the employee as may be deemed most advantageous to dependants.
39.	Is 10/20 year's benefit countable from the date of appointment as assistant Headmaster / Assistant Headmistress in which no benefit except special pay is allowed or from the very date of appointment as an Asstt. teacher ?	As there is no separate scale of pay for the Asstt. Headmaster/Asstt. Headmistress of High or Higher Secondary Schools and the Headmaster/Headmistress of Jr. High School and as Asstt. Headmaster/Asstt. Headmistress of the High or Higher Secondary Schools and the Headmaster/Headmistress of Jr. High Schools enjoy the relevant scale of pay of Asstt. Teacher, they would be entitled to such additional increments with reference to the very date of their appointments as Assistant Teacher.
40.	Will the date of normal increment remain unchanged if the date of addl. increment due to completion of 10/20 years of service is other than the date of normal incrment ?	Yes, the normal date of increment will remain unchanged ;

41.	Sould advancement to a higher scale of pay due to improvment of qualification be treated as promotion for the purpose of benefit in terms of para 16 (1) of the G. O. No. 33–Edn (B) dt. 7.3.90.	No
42.	Is 10 years' CONTINUOUS teaching experience prior to the date of appointment is necessary for appointment as Headmaster/Headmistress of High/Higher Secondary School ?	Yec, 10 years' continuous teaching experience prior to the date of appointment is still necessary for appointment as Headmaster/ Headmistress of High/Higher Secondary Schools.
43.	Is distinction mark necessary in each part of the Degree Examination or on the basis of total marks obtained in Part I and Part II ?	Distinction Mark is necessary in each part of the Degree Examination.
44.	When not a single promotion advancement to higher scale in the same post even after completio of 18 years' service is enjoyed is an additional increment in revised scale admissible. Pay for every 10 years' of continuous service from the date of appointment ?	Yes, an employee whose pay is fixed in any of the revised scale of pay as shown in Sl No. 1 to 12 of the Annexure III and who has not got a single promotion/advancement to a higher scale in the same post even after completion of 18 years' continuous and satisfactory service is entitled to get an additonal increment in revised scale of pay for every 10 years' continuous an satisfactory service counted from the date of appointment subject to a maximum of 2 (two) such increments in addition to the benefit which are admissible under sub-para (1) of the Rule 16 of the G. O. No. 33-Edn (B) dated 7.3.1990.
	MISCELLANEOUS	
45.	How to change staff Pattern ?	If for any reason, Staff Pattern requires to be changed, the school authority has to apply for such change to D.S.E. through D.I. of schools (S.E.) together with present Staff Pattern proposed revised Staff Pattern, M. C. resolution in support of such change etc.
46.	Who will correct a Post Sanctioning Memo ?	D.S.E. is the post sanctioning authority. Naturally school authority has to apply to D.S.E. through D.I. of schools (S.E.) for correction of any kind.

47. Is permission of D.I. of Schools (S.E.) necessary for recruitment in leave vacancy/deputation vacancy of short or long term ?

No, as per existing rule.

48. Can a school authority write to an Employment exchange other than the local one simaltemously for names of candidates ?

No, unless permitted by the authority,

49. What are the approved qualification for Work Education teacher ?

1. G.O. No. 845–Edn (s) dated 7.5.1976

a) Technical Degree or Diploma (such as L.M.E., L.C.E. etc)

b) Diploma in P.G.B.T.

c) Diploma in 3 years' Degree Course in Home Science.

d) B. Sc. in Agriculture.

d) e) B. Ed. with Work Education from Viswa Bharati.

f) S.F.H.S. certificate with Degree or Diploma in Arts and Craft (5 years, course)

g) Graduate with Certificate in Tailoring, Wood Craft. L.B.N.W. Diploma and other crafts.

2. G.O. No. 69–Edn (s) dated 1.2.84.

a) Training Certificate on special Work Education and Village Ledership issued by the people's (Janata) Govt. College, Banipur.

b) A candidate having Degree / Diploma/Certificate etc. as mentioned in G.O. No. 854 (s) dt. 7.5.76 but issued by any institution 'Not recognised by the State Govt. or the W.B.S.E.B. or any recognised University in this state shall be considered for appointment as Work Edn. Teacher in any Secondary School.

3. D.S.E's Memo No. 642 (16)–GA dt. 1.7.80 B. Sc. (Special) B.S.W. (Hons) Degree of the Viswa Bharati University.

4. Board's Circular dated 29.9.83.

A graduate with a Certificate or Deploma in Supervisory Course offered by the Wood Industry Institute, Kalyani, Nadia.

5. G.O. No. 304–Edn (s) dt. 7.4.89

	B.Ed. Degree with Work Edn. as method subject from the Viswa Bharati University/Kalyani University/Jadavpur University may betreated as eligible qualification for appointment of Work Edn. Teacher.
50. Which are the necessary papers for getting an extension in service approved by the D.I. of schools (S. E.).	Application of the incumbent, resolution of the Managing Committee granting such extension, Age proof certificate, Medical Certificate and for cases beyond first extension copies of approval of previous extensions.
51. What should be the actual time of arrival and departure ?	Latest circular of the Board in this regard is quite clear. That should be follwed.
52. Who is the competent authority to sanction leave ?	Head of the Institution — Casual leave of the staff. Secretary of Managing Committee — Casual leave of the Head of the Institution. Managing Committee/Ad-hoc Committee/Administrator Leave on Medical Ground, Leave on half average pay. Compensatory Leave, Maternity Leave, Quarantine Leave, Extra Ordinary Leave without pay upto two years. Board Special Leave in exceptional circumstances like polonged illness, to appear at any examination. Half-average pay may be granted by M.C. in cases of polonged illness and examination with prior approval of the Board. for details please see leave Rule of 1981. (Reply is of Question No. 52 and 82 is the same)
53. How long a teacher can enjoy lien ?	For two years.
54. Is an employee appointed against deputation vacancy leave vacancy entitled to Medical leave ?	Excepting Casual leave no other leave is admissible.
55. Some equivalences	B.T., B.Ed. & P.G.B.T. and Diploma in Basis Education are equivalent to one another.

M.Sc. Anthropology — Life Science
G.O. No. 462-Edn (s) dated 21.5.90
M.Sc (Agriculture) in plant Physiology — Life Science
G.O. No. 404-Edn (s) dated 5.5.90.
M.Sc. in Bio-Chemistry — elgible to be appointed in Sc. & Math. Group, High School Certificate Examination of Board of Secondary Education, Orissa (Correspondence course) is equivalent to Madhyamik Pariksha of West Bengal Board of Secondary Education.
5 years' Diploma in Visual Arts of Rabindra Bharati University is equivalent to 5 years' Diploma in Arts and Crafts of Govt. College of Arts & Crafts Cal. and C.U.B.Ed. Degree from North Eastern Hill University, Shillong is equivalent to B.T.B.Ed. for appointment of Asstt. Teacher in Secondary Schools (G.O. 261–Edn (s) dated 31.3.89).

Terminal benefit
(D.C.R.B.)

Question	Answer
56. Recognition Memo of a School lost/spoilt, what should be done to complete service Books ?	Extension Memo, for recognition, Matric Pass Certificate of a candidate appearing at the relevant year of the appointment of a teacher of Grant-in-Aid Memo. will serve the purpose of the concerned staff.
57. Where there is no apointment letter in case of a staff but there are meeting resolutions etc. What is to be done ?	Approval Memos to the appointments by the competant authority will be sufficient.
58. Records are burnt or destroyed. What is to be done ?	Contemporary evidences in such cases will serve the purpose.
59. Whether Memos of subsequent upgraduations of a school are to be given ?	Yes.
60. An employee dies before the issue of D.I.R.B. scheme which one should be prepared for him/her ?	The one which is advantageous to him / her family member (s).
61. An employee dies in harness did not execute option in D.C.R.B. scheme, what should be done ?	The family member(s) may be allowed the benefit which is more advatageous

62. Can an employee change his/her option in D.C.R.B. scheme ? What is the proceure as per latest G.O. ?	Last date of re-option was 30.6.90.
63. Option in the D.C.R.B. has been changed. How P.F. will be adjusted ?	It will be calulated as per re-option and adjustment will be made accordingly.
64. Are the options in D.C.R.B. or pay scale to be submitted to D.I. of schools (S.E.)	No. it is a record of the staff concerned and as such it should be kept in school and such options are to be submitted to any authority as and when called for.
65. Is an employee appointed after 1.4.81. required to exercise option in D.C.R.B. Scheme or he / she will automatically come under G.P.F./C.P.F./Pension etc.	He/She has to exercise option. He may opt either for Pension cum Gratuity or for C.P.F. cum Gratuity.
66. What is commutation of Pension ?	For details please see Para 36 to 44 of D.C.R.B.Scheme 1981.
67. What is the age of superannuation of an employee of a non-Govt. aided Institution ?	Sixty years of age as per existing rules. Superannuation and retirement do not bear the same meaning. An employee may resign at his her own wish at any time.
68. An employee exercised option on a certain date. Now he/she wants to change the date for financial gain. How to change ?	No such provision at present. He/She may apply to higher authority through proper channel.
69. Whether nomination to D.C.R.B. can be changed time and again ? Can an unmarried employee change his/her nominee after marriage ?	Nomination for Gratuity etc, may be changed on certain condition. Yes.
70. How many years' service is required for voluntary retirement ?	20 years.
71. How to apply for in valid Pension ? How many years' service is required for such cases ?	He/She has to apply together with a medical certificate from CMOH (for districts). At least 10 years, service is required.
72. Who will be entitled to family Pension P.F. money (a) When more than one wife is left, (b) When one wife is alive and the other died living behind her issues ?	a) To be paid in equal share. b) To the living wife and to the eligible minor children of the deceased as per normal rule.

73. Whether family pension is admissible to a wife/husband who is in service.	Yes.
74. Are these papers required to be attached together with D.C.R.B papers-copies of extension in service, copies of approval Memos in respect of appointment, copies of options, copy of first Grant-in-Aid Memo?	Yes, required. Those should be tagged with Service Book.
75. An incumbent is enjoying pension. How should his pension be re- calculated if he retired after 1.1.86?	His pay in the revised Schale (ROPA-90) should be refixed first and then the Pension should be re-calculated to submit it to proper authority.
76. When terminal benefit papers are to be submitted to the D.I. of schools (S.E.)?	At least six months ahead of retirement L.P.C. should be submitted after retirement.
77. Who should countersign the option of the Head of the Institution?	Secretary of the Managing Committee of Administrator of the school.

LEAVE

78.a) Can an employee enjoy more than 365 days of Medical leave through out his/her entire service period?	a) No.
b) If already enjoyed what should be done?	b) If half pay leave is due that should be granted. If not, extra ordinary leave mey be sanctioned (excepting in cases under prolonged illness where special rules will apply).
79. Does date of increment change when leave without pay is avalied and sanctioned?	Yes, invariably.
80. From which date the leave account of an employee has to be maintained?	From the date of his/her appointment. For teachers appointed in additional posts. Please see latest circular.
81. Whether copies of Managing Committee resolution granting Medical leave should be enclosed with D.C.R.B. papers?	No. Only the no. & date of resolution should be noted in the Service Book.
82. Can such leave be sanctioned on post facro basic?	Yes, in such cases Medical leave should be got sanctioned on post facto basic stating reason for not sanctioning the leave in time.

	Question	Answer
83.	Should the leave account be incorporated in more than one service book?	Yes, if necessary.
84.	If an employee serves more than one school how many Service Books should be used?	One or more than one.
85.	What kind of leave a female employee can enjoy when her maternity leave ends within a vacation period?	Applicable as per rules.
86.	From which date maternity leave will start if the date of confinement falls within a vacation period?	May be sanctioned to the end of six weeks from the date of confinement.
87.	Whether sanction of study leave enjoyed prior to 1981 is essential?	Yes, any kind of leave enjoyed should be got sanctioned by proper authority and approved by he Board in case of study leave.
88.	Who is the leave sanctioning authority?	Head of the Institution—casual leave. Managing Committee/Ad-hoc Committee/Administrator Medical leave, Maternity leave. Board- Study leave, Sepcial kind of leave. (N.B.—Replies of Q. Nos. 52 & 88 are the same)
	Providend Fund.	
89.	When an employed can participate in the P.F. Scheme? What are the rates of P.F.?	After the confirmation of his/her service. G.P.F.-minimum 6%. C.P.F.-8.33 of basic pay.
90.	How to deposit P.F. in the Treasury?	To prepare a Treasury Challan on the total amount ot be deposited in the Head (to be collected from the A.I. of Schools of respective Sub-Division. Then deposit the amount to Treasury and a copy of it together with a scrold to the A.I. of Schools of the Sub-Division.
91.	Should the P.F. of an employee option for Pension cum Gratuity deposit Pension to Treasury?	Yes, as per G.O. No. 136-Edn (B) dated 15.5.1985. Of course the matter is Sub-Judice.
92.	Is there any last date to deposit Govt. share of P.F. to Treasury?	It may be deposited to Treasury even prior to submission of D.C.R.B. papers. But the amount to be deposited must

include interest accured thereon.

93. Can an employee avail non-refundable loan from P.F. after completion of 20 years' service?

He/she may apply for such loan to the D.S.E. through D.I. of Schools (S.E).

94. When a school starts deductions of P.F. of an employee before expiry of probation period (either G.P.F. or C.P.F) can this be deposited to Treasury and is the school's share payable to him?

It depends on the benefit he/she opted for in terms of D.C.R.B. scheme 81. It does not apply to the case of C.P.F.

95. what is the procedure of transfer from one school to another and from one district to another when situation necessitates such arrangement?

All of Schools of the Sub-Division will issue cheques of the P.F. if lying with the Treasury of the P.F. may be withdrawn from the previous school to deposit it to the A/c of present school.

96. Whether loan has to be fully recovered before submission of D.C.R.B. papers?

No question of recovery, but that amount will be adjusted against the balance at his/her credit if he/she took advance of an amount more than his/her own share of contribution.

97. It employer's share of P.F. is withdrawn before the date of option to D.C.R.B. '81 even after execution of option should he pay the interest?

Additional interest as per present rules will be charged to adjust from Pensionery benefit.

98. If employer's share of C.P.F. is withdrawn prior to exercising of OPTION in the Pension Scheme it is neither recovered nor deposited to his/her later school. What shuld be done now?

The amount has to be adjusted from retirement benefit or may be refunded.

99. what is the procedure to rectify where Govt. share of P.F. including interest @ 5% has been refunded to Treasury under wrong head?

It has to be withdrawn and re-deposited under refund Head with interest accured there on.

100. Is provisional pension admissible on production of affidavit?

Yes, upto two years as per latest G.O. 327-Edn (B) dated 31.8.90 (Para-2)

101. How Pension Gratuity is calculated if total service is less than 33 years?

As per Rule proportionate calculation is made on six monthly basis.

102. Who is the competent authority to issue death certificate?

For Panchayet areas–
Prodhan of Gram Panchayet.
For Municipal areas–
Municipal Commissioner

	For Notified areas– Notified Area Authority
103. Govt. share of C.P.F. since 81 has not been sanctioned to schools.	What should be done now? For such cases a separate requisition for Govt. share of C.P.F. has to be submitted to D.I. of Schools (S.E) office together with a copy option and an adjustment statement for those who re-opted for Pension-cum-Gratuity from C.P.F.-cum-Gratuity. A proforma for this purpose is obtainable from D.I. of Schools (S.E.) office.

General Instructions for Guidance

1. The Reserve Fund of the School should not fall below requisite amount at any point of time.
2. Observations and instructions of auditors should be complied with without fail.
3. Admission Register should be checked and authentication in respect of entry in each column by the Head of the Institution should be ensured and signed.
4. Application for extension of recognisation extension of permission for co-education, extension for the term of M.C. Ad- hoc Committee Administrator should be submitted to the Board in time.
5. No staff appointed in a post beyond sactioned strength should be allowed to continue. They must not be allowed to sign in any Attendence Register.
6. District Inspector of Schools (S.E.) should be informed of any short fall of salary/excess after payment of salary.
7. Requisition for monthly salary should be submited to the respective Dealing Assistant within the last date of the previous month showing short fall/balance after payment of previous month's salary showing the name of the staff newly approved/died/retired/resigned.

T.P. BISWAS
District Inspector of Schools (S.E.)
South 24- Parganas

Dated the 21st Jan. 1991

32 ADDENDA

RECOGNISATION OF SCHOOL

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
SECONDARY BRANCH.

1000–Edn(S) — Dated, Calcutta, the 3rd August, 1978.
3 S – 1/73 Pt.

From : Shri B. N. Chatterjee, I.A.S.,
Special Secretary, to the Govt. of West Bengal.

To : The Secretary,
West Bengal Madrasah Education Board.

Sub : *Recognition of Secondary Schools and Madrasahs in West Bengal.*

Sir,

I am directed to say that in view of the limited resources Government would suggest that a limited number of secondary schools and Madrasahs may be granted recognition from the curent academic session or from subsequent academic session. The exact number will be intimated later on. If liability for payment of grant-in-aid in any shape or manner to any Madrasah granted recognition beyond the maximum number fixed by the State Government in each year.

2. In addition the Government, may under special circumstances recommend for recognition a limited number of instituions having special feature.

3. Initial selection, on the basis of priority, may be done at the district level by an Inspection Team consisting of District Inspector of Schools (Secondary Education) as the Member - convenor, a nominee of the West Bengal Board of Secondary Education, a nominee of the West Bengal Madrasah Education Board and a nominee of the Government. Applications so far received by the West Bengal Madrasah Education Board may be sent back to the respective districts for fresh inspection and selection by the Team.

4. In this connection a copy of each of this Departments memos No. 553-Edn(S) dated the 26th April, 1978 and No. 999-Edn(S) dated the 3rd Aug. 1978 addressed to the Director of Secondary Education, West Bengal is enclosed for information of the Board.

5. In view of the limited sources of the Government, the Board may consider issuing suitable circulars discouraging establishment of new Madrasahs by Voluntary Organisation without permission from the Board or the State Government. Madrasahs established by Voluntary Organisation without permission of the Board or the State Govt. may not be considered for grant-in-aid subsequently.

Yours faithfully,
Sd/- Special Secretary.

THE WEST BENGAL BOARD OF SECONDARY EDUCATION

No. S/210/1

Dated : 30.7.91

To : The District Inspector of Schools (SE)
South 24-Parganas
60B, Chowringhee Road
CALCUTTA-700 020.

Ref : Perinted brochure containing questions and replies in connection with secondary school/Madrasah matters.

Sir,

It appears from the printed brochure under reference issued by you that in reply to the question - "what is the present system of first recognition and upgradation ?" It has been stated therein that "For this purpose applications are to be submitted to the West Bengal Board of Secondary Education/West Bengal Madrasah Education Board, with requisite fees or .... ".

It is understood that copies of this Brochure are being circulated for guidance of the secondary schools - recognized or unrecognized.

You are aware that the competent authority in this regard as per the statute is the Board. After 1974 the Board did not prescribe any application form for recognition and upgradation with requisite fee. The aforesaid reply has been incorporated in the said Brochure without any authority and it is clearly a matter of intrusion into the field of activities of the Board. Circulation of this unauthorized reply will definitely misguide the school authorities and create legal complication too.

In this circumstances, I am directed to request you to stop immediately circulation of the said Brochure and take immediate steps for deletion of the said unauthorized reply. The action taken in the matter should be reported to the Board immediately.

Yours faithfully,
for Secretary

MADRASAH

WEST BENGAL MADRASAH EDUCATION BOARD

No. 1031/32/1

Dated, Calcutta, the 2nd January, 1990.

From : The Secretary,
West Bengal Madrasah Education Board.

To : The Jt. Secretary, Education Deptt.
(School Edn) West Bengal.

Sub : Determination of the equivalence of Alim Examination under re-oriented Curriculum & Syllabus of Senior Madrasahs under West Bengal Madrasah Education Board.

Sir,

In reference to above I am to state that the State Government on recommendation of the Expert Committee constituted vide G.O. No. 968 Edn (M) dt. 21.7.78

Education Board regarding staff pattern i.e. Group wise distribution of teaching staff as contained in the Board's letter no. 66/Est-4 dated 29.1.91 has duly been examined by the Government and after careful consideration of the proposal contained therein it has been decided by the Government that the staff-pattern of Senior Madrasahs (Class I to X) will be as below :—

Member of Teaching Staff	Qualification	No. of Post
1. Superintendent	M M with five years teaching experience.	1 (One)
2. Asstt. Teachers		
i) Language Group	M M / M F	2 (Two)
	B A / B A (Hons)	1 (One)
	M A / B Ed. (Vernacular teacher according to the medium of teaching)	
	B A /B A (Hons)	
	M A / B. Ed (Eng.)	1 (One)
ii) Science Group	B. Sc / B.Sc (Hons)	1 (One)
	M. Sc., B. Ed. (with combination of subjects Physics, Chemistry & Mathematics).	
	B.Sc (Bio)/M.Sc. (Zoology or Botanty), B.Ed.	1 (One)
iii) Social Science	B.A./B.A. (H)	1 (One)
	M.A./B.Sc(Hons)	
	M.Sc.(Geography)	
iv) Theology Group	M.M./M.F.	4 (Four)
v) For Classes I To IV	H.S. or Equivalent B.A. Pt-1	1 (One)
	Fazi 1/M.M.	1 (One)
	Total	14 (Fourteen)

2. Existing approved teachers of different groups whose qualifications fall short of above standard will be retained till they vacate the post by retirement, resignation or otherwise.

Joint Secretary

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
SECONDARY BRANCH

No. 913-Edn (S)

Dated, Calcutta, the 24th July, 1991

From : Shri H.P. Mukhopadhyay, I.A.S.
Joint Secretary to the Govt. of West Bengal.

To : The President
West Bengal Coucil of Higher Secondary Education.

Sub : Admission of Alim Passed (in revised syllabus) students in Higher Secondary Course under the West Bengal Council of Higher Secondary Education.

Sir,

I have directed to state that student passing the Alim Examination of the West Bengal Madrasah Education Board with the revised syllabus often seek to continue higher studies in the universal system of education under the West Bengal Council of Higher Secondary Education. To meet the requirement of the Admission Regulations of the Council it is felt necessary to revise the syllabus of the Alim Examination suitably and the revision work is under process.

As it will take some more time for introduction of revised syllabus for Alim Examination I am directed to request you kindly to consider admission of Alim passed students of 1991 to Higher Secondary Course after scrutiny of each individual application subject to the following conditions :—

a) Students who pass the Alim Examination in 1991 may be considered eligible for admission to Higher Secondary Courses other than in laboratory based subjects under the Council provided they have passed in English as compulsory or as additional subject and one other language at the Alim level securing at least 34% marks in languages group (Minimum 20% in each of the language group subjects)

b) Only those candidates who have studied and passed the Alim Examination with lighter Science as additional subject will be allowed to take laboratory absed subjects at H.S. level on their fulfilling the forms of H.S. Regulation in this receipt.

Yours faithfully
Sd/- H.P.Mukhopadhyay.
Joint Secretary

WEST BENGAL MADRASAH EDUCATION BOARD

Memo No. 985 Dated : 17.12.91

From : The Secretary,
West Bengal Madrasah Education Board.

To : The Secretary/Administrator,
All recongnised High, Jr. High and Senior Madrasahs.

Sub : Extension of the term of Managing Committee and Administrator.

In view of the fact that a large number of applications for granting extension of the term of the Managing Commettee/Aministrator are being received in this Board from the authorities of the Madrasah where election for re-constitution of the Managing Committee have already been held but the office bearers is election could not be held and Panchayet nominee or departmental nominee or both have not been placed by the concerned authorities.

After careful consideration of the matter the Board is hereby pleased to grant extension to the term of the Managing Committee and Administrator in favour of such institution where Managing Committee elections have already been held but re-constitution could not be completed for non-placement of Panchayet nominee

or Departmental nominee or both for the period upto 31.3.92 or any date till completion of the reconstition whichever is earlier provided they should hold the office bearer election within fifteen days from the date of receipt of such nominees and make over charges to the in-coming Committee.

However extension of the term of the Managing Committee/Administrator /Ad-hoc Committee will be granted on the basis of application in respect of such Madrasahs where elections have not been held in due course.

Secretary
West Bengal Madrasah Education Board.

Proceedings of the second and final meeting of the Committee, constituted in terms of G.O. No. 1288-Edn(S) dated 27.9.91, for determination of equivalence of Alim Examination conducted by the West Bengal Madrasah Education Board with that of Madhyamik Pariksha of the West Bengal Board of Secondary Education on Wednesday, the 4th December, '91 at 1.00 p.m. in the Chamber of the Hon'ble Minister of State, Primary, Secondary and Madrasah Education, West Bengal at Writers' Buildings.

Members Present :

1) Prof. M. B. Quasem, President
2) Shri B. Moitra, President, W.B.B.P.E (Spl. Invitee)
3) Shri H.P. Mukhopadhyay, Jt. Secy., Edn. Deptt., W.B.
4) Shri D. Ghosh, D.S.E., W.B.
5) Dr. D. K. Chakraborty, D.D.P.I. (Admn) W.B.
6) Shri A. Banerjee, Secy., W. B. Council of H.S. Edn.
7) Prof. A.M.K. Masumi
8) Shri Sk. N. Haque
9) Shri Hafiz Abdul Mannan
10) Shri Md. Z. Hyder, Member-Secretary.

The President was in the chair.

Shri Achinta Roy, Minister-in-charge, Primary and Secondary Education and Shri Anisur Rahman, Minister of State, Primary, Secondary and Madrasash Education were present in the meeting.

In continuation of the discussions held in the previous meeting, the honourable members reviewed in detail the syllabus and curriculum of Alim Examination and made suggestions regarding changes and adjustments to be made therein in order to make Alim Examination of Madrasah Education Board equivalent to Madhyamik Examination of West Bengal Board of Secondary Education.

After careful consideration, it was decided to make English, with its existing course content, a compulsory subject in place of its presently being an optional subject.

Shri Anisur Rahaman, Honb'ble Minister of State, requested the members to appreciate the necessity for inclusion of Indian History in the curriculum of Alim

Examination, Prof. A.M.K. Masumi expressed that at the time of preparation of re-oriented syllabus, the omission of Indian history should not have gone unnoticed and suggested that Indian history should be included in the curriculum of History. The members agreed and it was decided that History be made a full paper of 100 marks by adding a course of Indian history of 50 marks to the existing course of 50 marks. The course content of Indian history is to be determined by the West Bengal Madrasah Education Board.

In order that the students may not be over-burdened, it was decided to withdraw or exclude the paper on Usual of 50 marks from Alim Examination and include in and adjust with the Fazil course of studies.

Agreeing with the suggestions made by Dr. D.K. Chakraborty, D.D.P.I. (Admn.), the Committee decided to include Trignometry and Mensuration in the syllabus for Mathematics in order to make it at par with that of Madhayamik Pariksha.

On the basis of the foregoing decisions, it was unanimously resolved to recommend the following including revision of the syllabus and curriculum of Alim Examination as detailed below in order to make it equivalent to Madhyamik Examination.

(1) English be made a compulsory subject of one paper 100 marks.

(2) History be made a full paper of 100 marks with the addition of a course of Indian history of 50 marks to the existing syllabus of Islamic History of 50 marks . This paper is to be re-named as History in place of Islamic History. The course content will be that of Class X of W.B.B.S.E.

(3) The paper on Usual of 50 marks be excluded from Alim stage and be shifted to and adjusted with the Fazil course.

(4) The syllabus of Mathematics at the Alim Examination be at par with that of the Madhyamik and High Madrasah Examinations.

(5) Other subjects and papers along with their course contents will remain unchanged.

(6) Successful candidates obtaining a minimum of 45% of marks allotted in Science Group of Alim Examination will be eligible for admission in Higher Secondary Science stream under the West Bengal Council of Higher Secondary Education.

Thus, the number of paper and allotment of marks at the Alim stage will be as follows :

(A) Compulsory Subjects :

	Name of subject	Course content		Allotment of marks
Language Group-A	1. English	As that of M.P/H.M.		100
	2. Bengali or Urdu or any recognised Indian language	As existing		100
	3. Arabic	—do—	Paper-I	100
			Paper- II	50

Group	Subject	Syllabus	Marks
Islamic Studies Group-B	4. Hadith	As existing	100
	5. Tafsir	—do—	100
	6. Fiqh	—do—	50
	7. Faraid	—do—	50
Science Group-C	8. Mathematics	As that of M.P/H.M.	100
	9. Physical Science	As existing	50
	10. Life Sceince	—do—	50
Social Science Group-D	11. History	As existing plus Indian History of 50 marks	100
	12. Geography	As existing	50

(B) Additional subject (any one of 100 marks)

(1) Persian (2) Urdu (3) Bengali (4) Addl. Mathematics (5) Biology.

Resolved further that a copy of the resolution of this meeting be also sent to the West Bengal Board of Secondary Education and West Bengal Council of Higher Secondary Education.

The President expressed gratitude to the Hon'ble ministers for their kind assistance and thanked the honourable memebrs for their kind co-operation in arriving at a decision on the matter within a very short period of time.

The meeting ended with a vote of thanks to the chair.

Sd/- M. B. Quasem
4.12.91
President.

WORK EDUCATION

WEST BENGAL BOARD OF SECONDARY EDUCATION

Circular No. S/421/B (Eng.)

Dated 28.11.1991

From : Prof. Sudin Chattopadhyay
Secretary

To : The Headmasters/Headmistress of the High Schools recognised by the Board.

Sub : *Reallocation of 12 (Twelve) marks earmarked for Literary Drive.*

Sir/Madam,

You have duly been informed that w.e.f. the Madhyamik Pariksha, 1992 'Literacy Drive' shall be treated as a compulsory component of curriculum for the 'Social Service' portion of the Work Education Group.

In partial modification of the Circular No. S/1 dated 5.1.91, the total twelve marks earmarked for Literacy Drive have been reallocated as follows :

		Marks
(a)	Survery and Identification of illiterates	5
(b)	Diary containing records of perfomance of students from time to time regarding Literacy Drive	3
(c)	Evaluation of students' performance regarding Literacy Drive on the basis of Evaluation Papers to be supplied by the Board.	4
	Total Marks	12

The Evaluation Paper as has been mentioned at Sl. (c) above will remain under the custody of the Examiner at the Examination Centre. The Evaluation paper will cover questions to assess the nature and standard of service rendered, experince gathered and the success achived by the examinees in respect of Literacy Drive.

Yours faithfully,

Sd/- Sudin Chattopadhyay (Secretary).

MISCILINIOUS

GOVERNMENT OF WEST BENGAL
HOME DEPARTMENT (POLITICAL)

NOTIFICATION

No. 6324-P Dated 13th August, 1991

Whereas it is considered expedient to review the development since 1977 in the content and quality of education in West Bengal at different levels and stages ;

And whereas it is considered expedient to evolve a feasible programme of educational goals in the short run as well as over a longer time-frame ;

And whereas it is considered expedient to review problems in the implementation of mass literacy campanigns ;

And whereas it is considered expedient to evolve an outline of appropriate institutions and policies in pursuance of the above objectives ;

Now, therefore, the Governor hereby appoints a Commission consisting of the following members :—

1.	Dr. Ashok Mitra	Chairman
2.	Professor Pabitra Sarkar, Vice Chancellor, Rebindra Bharati University	Member
3.	Professor G.S. Sanyal, Former Director, Indian Institute of Technology, Kharagpur.	Member
4.	Dr. Mrs. Gouri Nag, Former Director of Public Instruction, West Bengal.	Member
5.	Prof. Mostafa Bin Quasem, M.L.A.	Member
6.	Shri Arun Chowdhury, Secretary, All Bengal Teachers Association.	Member
7.	Shri Sunanda Sanyal, Ramkrishna Mission Vidya Mandir, Belurmath, Howrah.	Member

8. Shri Poromesh Acharya, Indian Institute of Management, Calcutta. — Member
9. Shri S. N. Ghosh — Member Secretary.

2. The terms of the Commission shall be as follows :—

(a) To reveiw development since 1977 in the content and quality of education in West Bengal at different levels and stages, including trends of budgetary outlays and **inter se** allocations ;

(b) To review the evolving pattern of educational ediminstration including in system of evaluation, and to appraise the relevance of existence acts, rules and procedures.

(c) To indicate a framework or cost-effectiveness in the educational sphere and identify criteria for assessing performance at different levels ;

(d) To suggest, in the light of social and economic circumstances obtaining in the coutry and the State, a feasible programme of educational goals and objectives for the short run as well as over a longer time frame ;

(e) To evaluate procedures for translating financial allocations into actual physical achievements, and identify problems in particular areas, such as recruitment and posting of academic and non- academic staff at different levels, and provision of infrastructural, nutritional and other facilities ;

(f) To review problems in the implementation of mass literacy campaigns and socially necessary technical and vocational skill formations, and to assess in that connection, the role and significance of libraries, including public libraries, and other educational aids ;

(g) To analyse the underlying issues of motivation and incentives, the suggest an outline of appropriate institutions and policies, consitent with the social milieu, which would prove helpful for the fulfilment of assigned educational goals ; and

(h) To consider such other matters as may be incidental and relevant thereto.

3. The Commission shall formulate it own procedure, select the venue or venues of sittings and may give to all concerned such notice of the inquiry and of the procedure formulated by it as it may consider necessary and proper.

4. The Commission shall submit its report to the Government within a period of 6 months from the date of issue of this notification.

By order of the Governor,
Sd/- N. Krishnamurthi
Chief Secretary to the Government of West Bengal.

Leave Rules

WEST BENGAL BOARD OF SECONDARY EDUCATION

77/2, Park Street, Calcutta-700016

No. 2866/G Date 22. 5. 1985

প্রধান শিক্ষক,

মিত্রপুর অঞ্চল হাই স্কুল,

ডাকঘর—মিত্রপুর,

জেলা—বীরভূম।

বিষয়ঃ "হজ" যাত্রার জন্য সবেতন 'বিশেষ ছুটি'র আবেদন।

সূত্রঃ পত্র নং ১৩/৮৪ তাং ১৪. ১২. ৮৪

মহাশয়,

উপযুক্ত কর্তৃপক্ষের নির্দেশানুসারে এতদ্বারা আপনাকে উপরোক্ত বিষয়ে পশ্চিমবঙ্গ মধ্যশিক্ষা পর্ষদের কার্যকরী সমিতির ৮/৩/৮৫ তারিখে অনুষ্ঠিত ৪৭তম সভায় গৃহীত নিম্নলিখিত সিদ্ধান্ত জানানো যাচ্ছে।

বীরভূম জেলার মিত্রপুর অঞ্চল হাইস্কুলের শিক্ষক মৌলবী আব্দুল হাই এফ এম মহাশয়ের 'হজ' যাত্রার জন্য ৭/৮/৮৪ তারিখ থেকে ৬/১১/৮৪ তারিখ পর্যন্ত সবেতন ছুটির প্রার্থনা বিদ্যালয় পরিচালন সমিতির ১৭/১১/৮৪ তারিখের অনুষ্ঠিত সভায় সুপারিশ হয়ে পর্ষদের অনুমোদনের জন্য পাঠান হয়েছে।

আলোচনার পর সিদ্ধান্ত হয় যে 'হজ' যাত্রার জন্য সবেতন "বিশেষ ছুটি" মঞ্জুর করার কোন সুযোগ ছুটি সংক্রান্ত নিয়মাবলী অনুযায়ী নাই। ছুটির নিয়মাবলীর মধ্যে যে ছুটি শিক্ষক পেতে পারেন বিদ্যালয় পরিচালন সমিতি সেই ছুটি মঞ্জুর করবেন। পরিচালন সমিতিকে এই সিদ্ধান্ত জানিয়ে দেওয়া হোক।

আপনার বিশ্বস্ত

স্বাঃ মনোরঞ্জন সেনগুপ্ত

সহ-সচিব

School Management

পশ্চিমবঙ্গ মধ্যশিক্ষা পর্ষদ

৭৭/২, পার্ক স্ট্রীট, কলিকাতা-৭০০০১৬

৩৩০/জি ২২. ১. ৯০

সম্পাদক

টাকী ষষ্ঠীবর লাল মাধব গার্লস হাই স্কুল

ডাকঘর: টাকী, জেলা: উত্তর ২৪ পরগনা

বিষয়ঃ চতুর্থ শ্রেণীর কর্মীর কর্তব্য সম্পর্কে

সূত্রঃ সম্পাদকের ১৬/১১/৮৯ তারিখের পত্র।

উপরোক্ত সূত্রে যথাযথ কর্তৃপক্ষের নির্দেশানুসারে নিম্ন স্বাক্ষরকারী এতদ্বারা পর্ষদের কার্যকরী সমিতির ১৩/১২/৮৯ তারিখের ৯৮তম সভার সিদ্ধান্তের পরিপ্রেক্ষিতে জানাচ্ছেন যে,

বিদ্যালয়ের চতুর্থ শ্রেণীর কর্মচারীদের কর্তব্য (ডিউটি) বিদ্যালয় পরিচালন সমিতি বিদ্যালয়ের প্রয়োজন এবং স্বার্থ বিবেচনা করে নির্ধারিত করে দেবে।

সচিবের পক্ষে

সহ-সচিব (সাধারণ)

Co-Education

পশ্চিমবঙ্গ মধ্যশিক্ষা পর্ষদ

৭৭/২, পার্ক স্ট্রীট, কলিকাতা-১৬

নং। সার্কুলার। এস। ৪৭০ তারিখ ১০. ৮. ৮১

পশ্চিমবঙ্গের সকল মাধ্যমিক ও নিম্নমাধ্যমিক বিদ্যালয়ে
প্রধান শিক্ষক/শিক্ষিকাদের প্রতি

বিষয়ঃ সহশিক্ষাযুক্ত বিদ্যালয় থেকে বালিকাদের জন্য আলাদা বালিকা বিদ্যালয় খোলা সম্পর্কে।

উপযুক্ত কর্তৃপক্ষের নির্দেশে নিম্নস্বাক্ষরকারী জানাচ্ছেন অনেক ক্ষেত্রে লক্ষ্য করা গেছে যে, সহশিক্ষা প্রচলিত আছে এমন কিছু বিদ্যালয়ের কর্তৃপক্ষ ছাত্রী সংখ্যাবৃদ্ধির ফলে আলাদা বালিকা বিদ্যালয় খুলে চার-শ্রেণী অথবা দশ-শ্রেণীযুক্ত আলাদা বালিকা বিদ্যালয় হিসাবে অনুমোদনের প্রার্থনা জানিয়ে পর্ষদের কাছে আবেদন পেশ করছেন।

এ বিষয়ে পর্ষদ্ সিদ্ধান্ত নিয়েছে যে, পর্ষদের পূর্ব অনুমতি ছাড়া সহশিক্ষাযুক্ত বিদ্যালয়ের ছাত্রীদের নিয়ে আলাদা বালিকা বিদ্যালয় শুরু করা যাবে না। ছাত্রী সংখ্যার বৃদ্ধির ফলে প্রয়োজন বোধে ছাত্রীদের জন্য বিভিন্ন শ্রেণীতে আলাদা বিভাগ খোলার প্রচলিত বিধি অনুযায়ী সংশ্লিষ্ট জেলা বিদ্যালয় পরিদর্শকের কাছ থেকে অনুমতি নিতে হবে ; তবে এসব ক্ষেত্রে অবস্থার বিশদ বিবরণ দিয়ে সমস্ত বিষয়টি পর্ষদের গোচরে আনবার জন্য অনুরোধ করা হচ্ছে।

স্বাঃ নির্মল সিংহ

সচিব

নং এস। ৪৭০। ৩ তারিখ ১০. ৮. ৮১

Madrasah

পশ্চিমবঙ্গ সরকার

শিক্ষা বিভাগ

(মাধ্যমিক শাখা)

সকাশাৎ ঃ শ্রী অশোক চক্রবর্তী,
উপসচিব (মাদ্রাসা)

সমীপে ঃ মাননীয় চেয়ারম্যান, হাওড়া
পোঃ হাওড়া ; জেলা—হাওড়া।
সমীপেষু।

নং ঃ ৬৪৩ (৭০) শিক্ষা (মাধ্যমিক)/(এস) ৩-এস-১৪।৮৬ তাং-৫.৫.৮৬

বিষয় ঃ—পৌর বা পঞ্চায়েত এলাকার নূতন মাদ্রাসা (হাই ও জুনি. হাই) স্থাপন।

মহাশয়,

আদেশ অনুসারে এই বিভাগের ৩০, ১২. ৮১ তারিখের ১১২৩ (৪৫০)। শিক্ষা (মাধ্যমিক)

নং পত্রের অনুবৃত্তিতে জানানো হচ্ছে যে সরকার রাজ্যের জুঃ হাই ও হাই মাদ্রাসার স্বীকৃতি বা উন্নীতকরণের ব্যাপারেও কয়েকটি সুনির্দিষ্ট নীতি স্থির করেছেন। যে সমস্ত অনুমোদিত জুঃ হাই মাদ্রাসা ১৯৮৫ সনের আগে স্থাপিত হয়েছে কেবলমাত্র তাদেরই স্বীকৃতির বিষয় বর্তমানে বিবেচনা করা হবে এবং যে সমস্ত ৪ শ্রেণী যুক্ত স্বীকৃত জুঃ হাই মাদ্রাসা ১৯৮০ সনের পূর্বে স্বীকৃতি লাভ করেছে বর্তমানে উন্নীতকরণের ক্ষেত্রে শুধুমাত্র তারাই বিবেচিত হবে। কিন্তু সরকার এও উপলব্ধি করেছেন যে, বিশেষ প্রয়োজনে মাধ্যমিক বিদ্যালয়ের ন্যায় কয়েকটি ক্ষেত্রে উক্ত সনের পরে স্থাপিত/অনুমোদিত মাদ্রাসার স্বীকৃতি/উন্নীতকরণ করার প্রয়োজন দেখা দিতে পারে। এই সমস্ত ক্ষেত্রে সরকার পঞ্চায়েত প্রতিষ্ঠান/পৌর সংস্থার সুপারিশ বিবেচনা করতে পারেন। যদি কোনও পঞ্চায়েত প্রতিষ্ঠান বা পৌর সংস্থা নিজ নিজ এলাকায় কোন মাদ্রাসা স্থাপনের/উন্নীত-করণের প্রয়োজনীয়তা বিশেষভাবে উপলব্ধি করেন তাহলে সরকার কয়েকটি সর্তসাপেক্ষে তাঁদের সুপারিশগুলি বিবেচনা করতে পারেন।

সর্তগুলি নিম্নে প্রদত্ত হলো ঃ

১। কোন স্থানীয় সংস্থা শিক্ষা বিভাগের অনুমতি ছাড়া কোন মাদ্রাসা সংগঠিত করবেন না। প্রথম সংলগ্ন নির্দিষ্ট ছকে উল্লিখিত তথ্যগুলি পূরণ করে শিক্ষা বিভাগে পাঠানোর পর প্রয়োজনীয়তা পরীক্ষা করে এই বিভাগ মাদ্রাসা স্থাপনের অনুমতি দেবেন।

২। উক্ত অনুমতি পাওয়ার পর প্রতিটি মাদ্রাসার জন্য শিক্ষা বিভাগ কর্তৃক নিযুক্ত কমিটির (যার মধ্যে স্থানীয় স্বায়ত্তশাসন সংস্থার প্রতিনিধি থাকবেন) মাধ্যমে বিদ্যালয় স্থাপনের কাজ সম্পন্ন হবে।

৩। কোন কোন শ্রেণীতে পঠন পাঠন শুরু হবে তা শিক্ষা বিভাগ নির্ধারণ করার পর উক্ত কমিটি মাদ্রাসার জন্য স্থান, গৃহ, আসবাবপত্র ও অন্যান্য প্রয়োজনীয় ব্যবস্থা করবেন।

৪। প্রয়োজনের ভিত্তিতে নীতি হিসাবে ১০ থেকে ১৫ হাজার মুসলমান অধ্যুষিত এলাকায় এবং ৫ হইতে ৭ কিলোমিটার ব্যাসার্ধের, মধ্যে কোন হাই মাদ্রাসা কিংবা জুঃ হাই মাদ্রাসা অথবা হাইস্কুল কিংবা জুনিয়র হাইস্কুল না থাকলে অথবা হাইস্কুল কিংবা জুঃ হাইস্কুল থাকা সত্ত্বেও যদি উক্ত বিদ্যালয়ে আরবী পড়ানোর ব্যবস্থা না থাকে, তবে একটি জুঃ হাই মাদ্রাসা অথবা একটি হাই মাদ্রাসা স্থাপনের বিষয়টি বিবেচনা করা যেতে পারে। কতগুলি প্রাথমিক বিদ্যালয় (যারা জুঃ হাই মাদ্রাসায় ছাত্র যোগায়) প্রস্তাবিত মাদ্রাসার পরিপূরক হতে পারে তাও বিবেচনা করতে হবে।

৫। সম্পূর্ণ মুসলমান অধ্যুষিত এলাকায় ও দ্রুত বিকাশমান শহরাঞ্চলে মাদ্রাসা স্থাপনের কথা বিবেচনা করা যেতে পারে।

৬। স্থানীয় স্বায়ত্তশাসন সংস্থাগুলি, মাদ্রাসা স্থাপনের স্থান, গৃহ, আসবাবপত্র ও অন্যান্য প্রয়োজনীয় ব্যাপারে সরকারকে কি কি সাহায্য করতে পারবেন তা সুস্পষ্টভাবে শিক্ষা দপ্তরকে অগ্রিম জানিয়ে দেবেন কারণ মাদ্রাসা স্থাপনে সরকারের আর্থিক দায়-দায়িত্বের ব্যাপারগুলি পরীক্ষা করার পর মাদ্রাসা স্থাপনে সরকার অনুমতি দেবেন।

৭। মাদ্রাসা স্থাপনের অনুমতি পাওয়ার পর শিক্ষক ও শিক্ষাকর্মী নিয়োগের ব্যাপারে সরকার আদেশ জারি করবেন। কেবলমাত্র ঐ আদেশের ভিত্তিতে সরকার কর্তৃক গঠিত কমিটি পশ্চিমবঙ্গ শিক্ষা অধিকর্তা (বিদ্যালয় শিক্ষা) কর্তৃক নির্দেশিত পদ্ধতিতে উক্ত নিয়োগের কাজ সম্পন্ন করবেন।

ইতি—

বিনীত

স্বাঃ অশোক চক্রবর্তী (উপসচিব)

নূতন মাদ্রাসা স্থাপন সংক্রান্ত ছক

১	২	৩	৪
পঞ্চায়েত সমিতির অন্তর্ভুক্ত এলাকার জনসংখ্যা	৬-১১ বয়স্ক বালক বা বালিকার সংখ্যা	পঞ্চায়েত সমিতির এলাকার স্বীকৃত প্রাথমিক বিদ্যালয়ের নাম	মোট ছাত্র-ছাত্রীর সংখ্যা

৫	৬	৭	৮
৪র্থ শ্রেণী হইতে উত্তীর্ণ ছাত্র-ছাত্রীর সংখ্যা (যারা এলাকায় স্বীকৃত মাদ্রাসায় ভর্তি হতে ইচ্ছুক	পঞ্চায়েত সমিতি এলাকায় স্বীকৃত মাদ্রাসা এবং নিম্ন মাদ্রাসার নাম	পঞ্চম শ্রেণীতে আসন সংখ্যা এবং ছাত্র সংখ্যা	ষষ্ঠ শ্রেণীতে আসন সংখ্যা

৯	১০	১১	১২
পঞ্চায়েত সমিতির সীমানার বাইরে দুই কিঃ মিঃ দূরত্বের মধ্যে কতগুলি মাধ্যমিক ও নিম্ন মাধ্যমিক বিদ্যালয় (সাধারণ আরবি বিদ্যালয় বা মাদ্রাসা) এবং উচ্চ মাদ্রাসা বা নিম্ন মাদ্রাসা আছে।	পঞ্চম শ্রেণীতে পাঠেচ্ছু ছাত্র এবং ছাত্রীর সংখ্যা (আলাদাভাবে) কত ?	কতজন ভর্তি হতে পেরেছেন। পারেন নি (ক) ছাত্র (ক) ছাত্র (খ) ছাত্রী (খ) ছাত্রী	কোন কোন স্বীকৃত বিদ্যালয়ে নূতন আসন সৃষ্টি অথবা নূতন বিভাগ প্রবর্তন অথবা (শিফট) প্রথা প্রবর্তন করা সম্ভব।

১৩	১৪	১৫	১৬
নূতন মাদ্রাসা স্থাপনের প্রশ্ন আছে কিনা ?	থাকলে তার কারণ কি ?	কোন অননুমোদিত মাদ্রাসা পঞ্চায়েত সমিতি এলাকায় আছে কি না ?	অনুমোদনের আবেদনকারী থাকলে ঃ— (ক) নাম— (খ) আবেদনের তারিখ—

১৭	১৮	১৯	২০
স্থাপিতব্য মাদ্রাসার সম্ভাব্য স্থান	জমি সংগ্রহ সম্ভব কি না ?	বাড়ী ভাড়া পাওয়া সম্ভব কি না ?	মন্তব্য

বিঃ দ্রঃ স্বীকৃত বিদ্যালয় ও মাদ্রাসাগুলির অবস্থান ইংগিত করে একটি মানচিত্র সঙ্গে দেওয়াটা বাঞ্ছনীয়।

Miscellaneous

পরীক্ষার খাতা যাচাই করা যাবে না : সুপ্রিম কোর্ট

নয়াদিল্লি, ১৮ জুলাই—সুপ্রিম কোর্ট গত ১৭ জুলাই '৮৪ একটি তাৎপর্যপূর্ণ রায়ে বলেছেন, স্কুল শিক্ষাপর্ষদ এবং প্রতিযোগিতামূলক পরীক্ষার উত্তরপত্র পরিদর্শন যাচাই ও পুনর্মূল্যায়নের দাবি করার কোনো অধিকার পরীক্ষার্থীদের নেই। যদি এ সব চলতে দেওয়া যায়, তাহলে তার ফলে অত্যন্ত রকমের সংশয় এবং বহুল অনিশ্চয়তার সৃষ্টি হবে। কারণ প্রত্যেক পরীক্ষার্থী তার পরীক্ষার ফল সম্পর্কে অসন্তুষ্ট হয়ে উত্তরপত্র নিজেই দেখার দাবি করতে থাকবে এবং পুনর্মূল্যায়ন চাইবে।

বিচারপতি ডি. এ. দেশাই এবং বিচারপতি ভি. বালকৃষ্ণ এরাদিকে নিয়ে গঠিত সুপ্রিম কোর্টের একটি বিভাগীয় বেঞ্চ বোম্বাই হাইকোর্টের দুটি রায় নাকচ করে এবং মহারাষ্ট্রের মাধ্যমিক ও উচ্চমাধ্যমিক শিক্ষা পর্ষদের ১০৪ (৩) নং বিধি বহাল রেখে ওই রায় দিয়েছেন। হাইকোর্ট ওই বিধিটিকে আইনবহির্ভূত বলে নস্যাৎ করেছিলেন। হাইকোর্ট বলেছিলেন, উত্তরপত্র পরিদর্শন, যাচাই ও পুনর্মূল্যায়ন অধিকার পরীক্ষার্থীর আছে। মহারাষ্ট্র মাধ্যমিক ও উচ্চমাধ্যমিক শিক্ষাপর্ষদের ওই বিধিতে বলা আছে; বিভাগীয় পর্ষদ কর্তৃক উত্তরপত্র অত্যন্ত গোপনীয় বিষয় গণ্য হওয়ার দরুন কোনো পরীক্ষার্থী তার উত্তরপত্র দেখতে বা পুনর্মূল্যায়নের দাবি করতে পারবে না।

সুপ্রিম কোর্টের বিচারপতিদ্বয় বলেছেন, ১০৪ (৩) নং বিধি অনুসারে পরীক্ষার্থীরা উত্তরপত্র যাচাই করে দেখার জন্য আবেদন করার অধিকারী। কিন্তু এই যাচাই করতে বলতে শুধু বোঝাচ্ছে এটাই যে উত্তরপত্রগুলি পরীক্ষা করে দেখা হয়েছে কি না এবং প্রতিটি উত্তরের নম্বরগুলির মোট যোগফলে কোনো ভুল আছে কিনা, সেটাই যাচাই করে দেখা। ১০৪ নং বিধির ১ এবং ৪ উপবিধি বহাল রেখে বিচারপতিদ্বয় বলেছেন, হাইকোর্ট এ দুটি উপবিধিকেও বে-আইনি ও অযৌক্তিক বলে নাচক করে ভুল করেছেন।

[সংবাদটি ১৯. ৭. ৮৪ তারিখে আনন্দবাজার পত্রিকায় প্রকাশিত হয়েছে]

পশ্চিমবঙ্গ মধ্যশিক্ষা পর্ষৎ

৭৭/২, পার্ক স্ট্রীট, কলিকাতা-১৬

প্রেষক : অধ্যাপক সুদিন চট্টোপাধ্যায় — পত্র সংখ্যা : সিল/৮২১৭/জি
সচিব,
পশ্চিমবঙ্গ মধ্যশিক্ষা পর্ষৎ — তারিখ : ২৫শে সেপ্টেম্বর, ১৯৮৯

প্রাপক : পর্ষদ-অনুমোদিত মাধ্যমিক বিদ্যালয়ের প্রধানগণ।

বিষয় : সাক্ষরতা বৃদ্ধি প্রকল্প রূপায়ণের কার্যক্রম।

মহায়/মহাশয়া,

পশ্চিমবঙ্গ মধ্যশিক্ষা পর্ষৎ এই বছর থেকে সাক্ষরতা বৃদ্ধির অভিযানকে প্রতিটি উচ্চ বিদ্যালয়ের কর্মশিক্ষা বিভাগে অবশ্যকরণীয় বিষয় হিসাবে অন্তর্ভুক্ত করেছে। স্থির হয়েছে নবম

শ্রেণীর ছাত্র-ছাত্রীদের জন্য নির্দিষ্ট সমাজসেবামূলক কাজের মধ্যে এই কাজটি করতে হবে। এইটিই মাধ্যমিক পরীক্ষায় সমাজসেবার অংশ বলে বিবেচিত হবে এবং দশম শ্রেণীতে সমাজসেবার বিষয়টি আর থাকবে না।

এ বিষয়ে পরবর্তী নির্দেশ না পাওয়া পর্যন্ত, প্রতিটি উচ্চ বিদ্যালয়কে নিম্নলিখিত নির্দেশাবলী অনুসরণ করতে বলা হচ্ছে ঃ

শিক্ষাকর্মীবাহিনী গঠন ও তাদের প্রশিক্ষণ

একই অঞ্চল / পাড়ায় বসবাসকারী নবমশ্রেণীর সর্বাধিক ৪ জন ছাত্র-ছাত্রী নিয়ে এক-একটি শিক্ষাকর্মীবাহিনী গঠন করতে হবে। প্রত্যেক বাহিনী তাদের অঞ্চল / পাড়ার নিরক্ষর মানুষের মধ্য থেকে নির্বাচিত ৬ থেকে ১০ জনকে সাক্ষর করে তোলার দায়িত্ব নেবে। পর্যায়ক্রমে বিদ্যালয়ের প্রতিটি শিক্ষক এই রকম এক বা একাধিক বাহিনীর দায়িত্বে থাকবেন।

শিক্ষাবর্ষের শুরু থেকে গ্রীষ্মের ছুটির আগেই এই কর্মীবাহিনী ঠিক করার কাজ শেষ করে তাদের প্রয়োজনীয় প্রশিক্ষণের ব্যবস্থা করে ফেলতে হবে।

শিক্ষাকর্মীবাহিনীর প্রশিক্ষণের জন্য প্রতিটি শিক্ষাকর্মীদলকে ১টি করে 'প্রশিক্ষণ সহায়িকা' বই দেওয়া হবে। পশ্চিমবঙ্গ সরকার এই বইটি সরবরাহ করবেন। শিক্ষাবর্ষের শেষে শিক্ষাকর্মী-বাহিনী বইটি বিদ্যালয়ে জমা দেবে এবং পরবর্তী বছরের কর্মীবাহিনীর মধ্যে তা বিতরণ করা হবে।

শিক্ষাকর্মীবাহিনীর কাজ

(ক) নিরক্ষর পুরুষ ও মহিলাদের সমীক্ষা ঃ শিক্ষাবর্ষের শুরু থেকে গ্রীষ্মাবকাশের আগেই প্রতিটি কর্মীবাহিনী তার নিজ-নিজ অঞ্চল / পাড়ায় একটি সমীক্ষার কাজ সম্পন্ন করবে। বিদ্যালয়ের সকল শ্রেণীর স্বাভাবিক পঠন-পাঠন অব্যাহত রেখে ভারপ্রাপ্ত শিক্ষক / শিক্ষিকারা ছাত্র-ছাত্রীদের এই সমীক্ষার কাজ তত্ত্বাবধান করবেন।

এই সমীক্ষার জন্য ব্যবহার্য ফর্ম-এর নমুনা সংযোজিত হল। কী কী বিষয়ে সমীক্ষা করতে হবে, তার বিবরণ এই ফর্মে আছে—এই সমীক্ষার মূল উদ্দেশ্য হবে অঞ্চল / পাড়ায় বিভিন্ন বয়সের (সাধারণত ১০—৩৫ বৎসর) কতজত পুরুষ ও মহিলা নিরক্ষর আছেন তা ঠিক করা। সেই সঙ্গে তাঁদের পেশা ও কাজকর্মের সময় ও ধরন নির্ণয় করা।

(খ) সমীক্ষা-ভিত্তিক শিক্ষার্থী নির্বাচন ঃ উপরিউক্ত তালিকায় অন্তর্ভুক্ত নিরক্ষরদের সঙ্গে আলাপ-আলোচনা করে প্রতি বছরের জন্য শিক্ষার্থী নির্বাচন করতে হবে। কর্মীবাহিনীর সদস্য সংখ্যার সঙ্গে নিরক্ষর শিক্ষার্থীদের সংখ্যার অনুপাত ১ ঃ ২ হওয়া বাঞ্ছনীয়।

(গ) শিক্ষাকেন্দ্রের স্থান ও পঠন-পাঠনের সময় ঃ উদ্দিষ্ট নিরক্ষর শিক্ষার্থীদের সঙ্গে আলাপ-আলোচনা করে শিক্ষাকেন্দ্রের স্থান ও পঠন-পাঠনের সময় নির্ধারণ করতে হবে। শিক্ষা-কেন্দ্রের স্থান নির্বাচন ও পঠন-পাঠনের সময় নির্ধারণের ক্ষেত্রে প্রতিটি কর্মীবাহিনীকে ভারপ্রাপ্ত শিক্ষক/শিক্ষিকার মতামত, পরামর্শ ও সহযোগিতা নিতে হবে এবং শিক্ষাদানের শুরুতেই নিরক্ষর শিক্ষার্থীদের শিক্ষাকেন্দ্রের নির্দিষ্ট স্থান ও পঠন-পাঠনের নির্দিষ্ট সময়ের কথা জানিয়ে দিতে হবে।

শিক্ষাকেন্দ্রের স্থান

গ্রাম, শহরে খেটে খাওয়া পুরুষ ও মহিলাদের প্রায় সকলেই দিনের বেলায় কোন না কোন প্রকার উপার্জন শ্রমে নিযুক্ত থাকেন। ফলে, দিনান্তের পরিশ্রমের পর বাড়ী থেকে দূরে কোথাও গিয়ে পাঠগ্রহণের উৎসাহ তাঁদের না থাকাই স্বাভাবিক। সুতরাং শিক্ষাকেন্দ্রের স্থান নির্বাচনের সময় মনে রাখতে হবে যে, শিক্ষাকর্মীদের নিজ-নিজ বিদ্যালয়ের বিকল্প কেন্দ্র হিসাবে অন্যান্য শিক্ষা-কেন্দ্রগুলি যেন নিরক্ষর শিক্ষার্থীদের বাড়ী থেকে খুব দূরে না হয়। এইরূপ একাধিক বিকল্প কেন্দ্র হিসাবে অঞ্চল/পাড়ার মধ্যে অবস্থিত কোন প্রাথমিক বিদ্যালয়, কোন সাধারণ লাইব্রেরী বা ক্লাবের ঘর, কোন বারোয়ারীতলা, কোন বাড়ীর বৈঠকখানা ইত্যাদির কথা বিবেচনা করা যেতে পারে।

কর্মীবাহিনীর কোন একজন সদস্যের ঘরে বা কোন একজন নিরক্ষর শিক্ষার্থীর ঘরের দাওয়ায় বসেও পড়াশুনা চলতে পারে। শিক্ষাকর্মী ছাত্রদের ক্ষেত্রে এই শেষের দুটি ব্যবস্থা বোধ হয় উপযুক্ত হবে।

পঠন-পাঠনের সময়ঃ পঠন-পাঠনের সময় নির্ধারণের ক্ষেত্রেও নিরক্ষর শিক্ষার্থীদের উপরিউক্ত জীবনযাত্রার গতিপ্রকৃতি ও চরিত্রের কথা ভেবে তা ঠিক করতে হবে। সেই সঙ্গে কর্মী-বাহিনীর সদস্য-সদস্যা ছাত্র-ছাত্রীদের সময়ের কথা ভাবতে হবে।

শ্রমজীবী পুরুষ ও মহিলাদের সাধারণভাবে সন্ধ্যার পর এবং মহিলাদের জন্য শনিবার বিকাল ও রবিবার দুপুরে পঠন-পাঠনের ব্যবস্থা করা যেতে পারে। অবশ্য ছুটির দিনগুলিতে শিক্ষার্থী ও শিক্ষাকর্মীদের মধ্যে আলোচনা অনুযায়ী উভয়ের পারস্পরিক সুবিধামত সময়ের রদবদল করা যেতে পারে। সেখানে বিদ্যালয়ের কাজ শুরু বা শেষ হবার সময় শিক্ষার্থীদের বিদ্যালয় গৃহে আনা সম্ভব যেখানে দৈনিক কর্মসূচীর পরিমার্জন করে বিদ্যালয়ে পঠন-পাঠনের ব্যবস্থা করা যেতে পারে। প্রয়োজনবোধে প্রশিক্ষণের দিন নবমশ্রেণীর ক্লাশ এক পিরিয়ড্ আগে শুরু করে, এক পিরিয়ড্ আগে ছুটির ব্যবস্থাও করা যেতে পারে। ছাত্রীদের সাধারণভাবে কেবল মহিলাদের পড়ানোর জন্য নিযুক্ত করা যেতে পারে, ছাত্ররা অবশ্য পুরুষ ও মহিলা উভয়ের দায়িত্ব নিতে পারে। পঠন-পাঠনের সময় সপ্তাহে ২ ঘণ্টা।

(ঘ) পঠন-পাঠন ও মূল্যায়নের পদ্ধতিঃ শিক্ষাকর্মীবাহিনীর কাজ হলো পূর্বনির্ধারিত পরিকল্পনানুযায়ী পঠন-পাঠন ও মূল্যায়ন পরিচালনা করা। পঠন-পাঠন পদ্ধতি সম্পর্কে বিস্তারিত নির্দেশ "প্রশিক্ষণ সহায়িকা" পুস্তিকাটিতে থাকবে।

পঠন-পাঠনের পদ্ধতিঃ পদ্ধতি হবে মূলতঃ শিক্ষার্থী-কেন্দ্রিক, অর্থাৎ নিরক্ষর শিক্ষার্থীরা নিজস্ব উদ্যোগ এবং নিজস্ব গতিতে সাক্ষরতা অর্জনের দিকে যাতে এগিয়ে যেতে পারেন, সেইদিকেই নজর রাখতে হবে। শিক্ষাকর্মীরা শিক্ষার্থীর প্রয়োজনে সাহায্য করার জন্য সর্বদা প্রস্তুত থাকবে। শিক্ষার্থীদের মধ্যে পারস্পরিক আলোচনা ও সাহায্যের আদান-প্রদানও তাদের অগ্রগতি ত্বরান্বিত করবে।

পড়ার সঙ্গে সঙ্গে লেখার কাজটিও সমানতালে চালিয়ে যেতে হবে। ধীরে ধীরে সংখ্যা পরিচিতির মাধ্যমে সাধারণ হিসাবের কাজও শেখাতে হবে।

মূল্যায়নের পদ্ধতিঃ (১) পঠন-পাঠনের সঙ্গে সঙ্গে মূল্যায়নের কাজ চালিয়ে যাওয়া অপরিহার্য। প্রতি ৮/১০ দিন অন্তর অন্তর পঠন-পাঠনের পর মূল্যায়ন ও সংশোধনী পাঠের ব্যবস্থা করলে ভালো ফল পাওয়া যাবে।

(২) প্রতি মাসে প্রতিটি শিক্ষাকর্মীবাহিনীকে ভারপ্রাপ্ত শিক্ষক-শিক্ষিকার নিকট কেন্দ্রের অগ্রগতির রিপোর্ট দাখিল করতে হবে। ভারপ্রাপ্ত শিক্ষক-শিক্ষিকারা কেন্দ্রে উপস্থিত থেকে অগ্রগতির রিপোর্ট গ্রহণ করে তা পর্যালোচনা করবেন।

(৩) প্রশিক্ষণকালে প্রয়োজনীয় জিনিসপত্র যথা, প্রশিক্ষণ সহায়িকা, শিক্ষার্থীদের ব্যবহার্য পাঠ্যপুস্তক, শ্লেট, পেন্সিল, কাগজ ও রবার এবং হ্যারিকেন, কেরোসিন তেল ইত্যাদি সংক্রান্ত সমস্যা দেখা দিলে শিক্ষাকর্মীরা ভারপ্রাপ্ত শিক্ষক-শিক্ষকাদের এ বিষয়ে এমনভাবে অবগত করবে যাতে তাঁরা অবিলম্বে অঞ্চল পঞ্চায়েৎ / পশ্চিমবঙ্গ সরকারের জনশিক্ষা প্রসার আধিকারিকের সঙ্গে যোগাযোগ করে সমাধানের উদ্যোগ নিতে পারেন।

(৪) প্রতি বছরের জানুয়ারী মাসের শেষ সপ্তাহে শিক্ষার্থীদের চূড়ান্ত মূল্যায়ন করে তার রিপোর্ট ভারপ্রাপ্ত শিক্ষক-শিক্ষিকার নিকট জমা দিতে হবে।

শিক্ষক কর্মীবাহিনীর ভারপ্রাপ্ত শিক্ষক / শিক্ষিকার কাজ : পর্যায়ক্রমে বিদ্যালয়ের প্রতিটি শিক্ষক-শিক্ষিকা সকল শ্রেণীর স্বাভাবিক পঠন-পাঠনকে অব্যাহত রেখে এক বা একাধিক শিক্ষাকর্মীবাহিনীর দায়িত্বে থাকবেন। তাঁর অভিভাবকত্বে পরিচালিত বাহিনীর সাফল্য অনেকাংশে তাঁর উদ্যোগ ও কর্মতৎপরতার উপর নির্ভর করবে। তাঁকে প্রধানতঃ যে সব কাজ করতে হবে তা হলো :

(১) সাধারণ প্রশিক্ষণ ছাড়াও তাঁর বাহিনীর জন্য প্রয়োজনীয় বিশেষ বিশেষ নির্দেশ ও পরামর্শ তাঁকে দিতে হবে।

(২) নিরক্ষর শিক্ষার্থীদের সমীক্ষা থেকে শুরু করে শিক্ষাকেন্দ্রের স্থান নির্বাচন ও সময় নির্ধারণের প্রতিটি স্তরে তাঁর বাহিনীকে পরামর্শ সহযোগিতা ও নির্দেশ দিতে হবে। নির্ধারিত সময়ের মধ্যে একজন নিরক্ষর শিক্ষার্থীকে পড়তে, লিখতে ও সামান্য হিসাব করতে শেখাতে হলে শিক্ষাবর্ষের শুরুতেই একটি সময়ভিত্তিক পরিকল্পনা করা প্রয়োজন।

(৩) মাসে অন্ততঃ একবার শিক্ষাকেন্দ্র পরিদর্শন করে কেন্দ্রের সমস্যা ও অগ্রগতি সম্পর্কে সাক্ষাৎভাবে অবহিত থাকবেন এবং প্রয়োজনে কর্মীবাহিনীকে পরামর্শ ও নির্দেশ দেবেন।

(৪) শিক্ষাকর্মীবাহিনীর মাসিক রিপোর্ট পর্যালোচনা করে বাহিনীর কাজের সাময়িক মূল্যায়ন করবেন। এক্ষেত্রে স্মর্তব্য যে শিক্ষার্থীদের কাজের মূল্যায়নই হবে শিক্ষাকর্মীদের কাজের মূল্যায়নের একটি বড় দিক।

(৫) বাৎসরান্তিক চূড়ান্ত মূল্যায়নের সময় ব্যক্তিগতভাবে উপস্থিত থেকে শিক্ষাকর্মী-বাহিনীর কাজের সামগ্রিক মূল্যায়ন করবেন এবং বাহিনীর সদস্যদের কাজের ব্যক্তিগত মূল্যায়নও করবেন। এই মূল্যায়নের ফলাফল নথিভুক্ত করার জন্য তাঁর বাহিনীর ফলাফল প্রধান শিক্ষক / শিক্ষিকার কাছে জমা দেবেন। এই ফলাফলই সংশ্লিষ্ট মাধ্যমিক পরীক্ষায় সমাজসেবা অংশের চূড়ান্ত ফলাফল হিসাবে বিবেচিত হবে।

চলতি শিক্ষাবর্ষে (১৯৮৯-৯০) এই কর্মসূচী পুজাবকাশের পর শুরু করা হবে। কেবলমাত্র এই শিক্ষাবর্ষে কর্মীবাহিনীর সদস্য সংখ্যার সঙ্গে নিরক্ষর শিক্ষার্থীদের সংখ্যার অনুপাত ১ : ১ হলেও চলবে।

ভবদীয়,

সুদিন চট্টোপাধ্যায়

MISCILINIOUS

GOVERNMENT OF WEST BENGAL
HOME DEPARTMENT
POLITICAL

From : Shri N. Krishnamurthi
Chief Secy. to the Govt. of West Bengal.

To : The Headmasters/Headmistresses of all Secondary, Higher Secondary and Primary Schools/Junior High & High Madrasahs /Superintendents of Senior Madrasahs.

Through the District Magistrate ______________________

No. 8990-P Calcutta, the 28th November, 1991.

Sub : Singing of the National Anthem in all Schools/Madrasahs in the State every day.

The State Government has had under its consideration a proposal to reintroduce singing of the National Anthem in all the Schools/Madrasahs in the State every day.

Singing of Naional Anthem in Schools/Madrasahs is a healty practice inculcating a sense of Indianness amongst our children. The State Government accordingly requests Heads of all Schools/Madrasahs to introduce immediately the system of singing of National Anthem by the students in the schools/Madrasahs every day before commencement of classes.

The Presidents, West Bengal Primary Education Board & West Bengal Board of Secondary Education, the Chairman, West Bengal Higher Secondary Council and the President, West Bengal Madrasah Education Board are being requested to issue appropriate instruction accordingly.

Sd/- Illegible
Chief Secy. to the Govt. of West Bengal.

PAY SCALE

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
BUDGET BRANCH

No. $\frac{26-\text{Edn(B)}}{1\text{M}-\text{B/90}}$ Dated, Calcutta, the 5th February, 1991

MEMORANDUM

In partial modification of para 2 of this Department Memo No. 328-Edn(D) dated. 3.9.90 the undersigned is directed by order of the Governor to say that pursuant to the orders of the Honourable High Court dated 15.1.91 in the Writ petitions resulting in Civil order Nos. 6605-06 (W)/90, 12277(W)/90 6263 (W)/90/F.M.A.T. No. 1425 of 1990 the Governor has been pleased to order that the benefit of extension of service as allowed in the said memo will be admissible to all employees covered under this Department Memo No. 33-Edn (B) dated. 7.3.90 irrespective of not they belong to the organisations who are petitioners in the aforesaid Writ Petition resulting in Civil order No. 6606 (W) of 1990 subject

of Course to the same candidate as indicated in Memo No. 328-Edn (B) dated 3.9.90.

This order issues with the concurrence of the Finance Department vide their U.O. No. Group P.No. 430 Dated 5.2.91

Sd/- N. K. S. Jhala
Secretary

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
BUDGET BRANCH

No. 126-Edn(B) / 1 M-6/90 pt. II. Dated, Calcutta, the 5th July, 1991.

MEMORANDUM

The Governor has been pleased to make, with effect from 1.1.86 the following amendment in the Annexure-VI (hereinafter referred to as the said Annxure) to this Department Memo. No. 33-Edn(B) dated the 7th March, 1990 (hereinafter referred to as the said Memorandum) :—

AMENDMENT

In the said Annexure to the said Memorandum, against serial No. 7 for the entry :—

"ii) Teacher with 3 year approved Diploma in Craft/Arts/Sewing & Needle Craft/Music.	425-1050	1390-2970"

Substitute the following :—

"ii) Craft Teacher—		
a) With 5 years Diploma in Art and Craft from Government College of Art and Craft or Degree	440-1170	1420-3130
b) With any other Diploma	425-1050	1390-2970
c) Matriculate/S.F. with one year Craft Training Certificate from recognised Institution or non-Matriculate/S.F. with 2 years' training certificate from recognised Institution.	300-685	1040-1920
iii) Music Teacher with...		
a) B. Music Degree	440-1170	1420-3130
b) Music Deploma	425-1050	1390-2970
c) Certificate in Music from recognised Institution	300-685	1040-1920"

By order of the Governor,
Sd/- N. K. S. Jhala,
Secy. to the Govt. West Bengal.

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
BUDGET BRANCH

No. 348-Edn(B) / 1M-6/90 pt.III — Dated, Calcutta, the 30th August, 1991.

MEMORANDUM

While delivering the judgment in the writ application being C. O. No. 6605(W) of 1990 and C.O. No. 6606 (W) of 1990 on 6.8.91 the Hon'ble High Court had observed as follows :

1. "We are informed that during the pendency of the writ application by an order passed by this Court teachers were directed to exercise their option in form prescribed in Annexure VIII B aforesaid without prejudice to their rights and contentions raised in the writ application. Now in view of the present judgement it is only just and proper that a fresh opportunity should be given to such teachers to exercise their option in accordance with paragraph 5(2) in the form prescribed in Annexure VIII B within a specified time to be fixed by the State Government".

2. Now in pursuance of the above observation of the Hon'ble High Court the Governor is pleased hereby to specify the date as 30.9.91 within which such option is to be exercised.

3. It may be noted that meanwhile Rule-28 of the Management of Recognised Non-Government Institution (Aided and Unaided) Rules 1969 and Rule-4A of the Rules framed under Bengal(Rural) Primary Education Act, 1930 have been amended by notification No. 1151- Edn (S) dated 20.8.91 and No. 526-Edn(P) dt. 26.8.91 respectively published in the Calcutta Gazette.

4. The option as exercised shall be final

5. This order issued with the concurrence of the Finance Department vide their U.O. No. Group P. No. 2624 dated 30.8.91

Sd/- U.K.Roy
Secretary to the Govt. of West Bengal.

PENSION

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT,
BUDGET BRANCH

No. 485-Edn(B) / 1M-54/88 — Dated Calcutta, the 31st December, 1990.

MEMORANDUM

Certain points have been raised regarding implementation of the Government decision of extending retirement benefits to the teaching and non-teaching employees of the non-Government educational institutions and organisations who retired prior to 1.4.81 with reference to this Department Memorandum No. 163-Edn(B) dated the 15th June, 1990. The undersigned is directed by order of the

Governor to give clarifications in the points raised, as detailed below, for information guidance and necessary action :—

Points raised	Clarification
If option will have to be exercised by the employees who retired prior to 1.4.81 (in the G.O. No. 163-Edn(B) dt. 15.6.90 there is no such indication).	As per para 3(b) of memo No. 136-Edn-(B) dt. 15.5.85 employees who were in service on 1.4.81 had an option and the last date of exercising option was extended upto 30.6.90 For the employees who retire prior to 1.4.81 exercising option in the rigid terms by any specific date is not nececessary. If a pensioner applies for revision of his/her pension in terms of memo no. 163-Edn(B) dated 15.6.90 and agrees to refund to Government the employer's share of contribution to the C.P.F. with interest, that may be treated as his option for pension-cum-gratuity scheme and action thereon may be taken by the pension sanctioning authority accordingly.
Whether in the case of employees who retired prior to 1.4.81 and died before exercising option the pension sanctioning authority may be allowed to grant the more advantgeous of the benefits under para 3(b) (ii) of the G.O. No. 136-Edn(B) dated 15.5.85.	Reply is in the affirmative.
If payment of 5% interest on residual amount to be adjusted against future pension be waived.	Payment of interest on residual amount may be waived. Residual amount, if any, shall however be recovered by adjustment against future pension.
If the revision of pensionery benefits extended in the G.O. No. 163-Edn (B) dt. 15.6.90 shall be effective from 1.4.81	Reply is in the affirmative.
Whether the Deputy Director of School Education (G.A.), West Bengal, may be declared as pension sanctioning authority and the Accountant General, West Bengal as P.P.O. issuing authority for the revision of pensionery benefits.	The Deputy Director of School Education (G.A.), West Bengal, will act as pension sanctioning authority and the Accountant General (A & E), West Bengal, as P.P.O. issuing authority, as the previous papers under the old pension scheme concerning the pensioners covered by the G.O. No. 163-Edn(B)

dated 15.6.90 are lying with the aforesid offices/officers.

This order issues with the concurrence of the Finance Department vide their U.O. No. Gr. J. (pen) - 129 dated 20.12.90.

Sd/- H. P. Mukhopadhyay
Joint Secretary to the Govt. of West Bengal.

GOVERNMENT OF WEST BENGAL
DIRECTOROTE OF SCHOOL EDUCATION
SCHOOL PENSION SECTION

Memo No. $\frac{28-\text{Sc/Pen.}}{\text{OM}-5/90}$ Dated, Calcutta, the 2nd February, 1991.

The State Govt. under Education Deptt. Memo No. 163-Edn(B) dt. 15.6.90 has decided/ordered that retirement benefits as provided for in West Bengal Recongnised Non-Govt. Educational Institution Employees (Death-cum-Retirement Benefit) Scheme, 1981, should be extended to the teaching and non-teaching employees of the Non- Govt. Educational Institutions/ Organisations covered by the aforesaid scheme, who retired prior to 1.4.81 on the same terms and conditions and subject to due adjustment of pension and Ex- gratia Increases as were/are being drawn by such employees, against revised retirement benefits to be sanctioned to them in terms of the G.O. referred to above.

In order to revise the retirement benefits in terms of G.O. No. 163 - Edn (B) dt. 15.6.90, read with Education Deptt. Memo No. be 485-Edn (B) dt. 31.12.90, the following papers, in duplicate, should submitted to this Directorate :—

1) An application for revision of pension.
2) A declaration to the effect that the employees concerned agrees to refund to the Govt. the employer's share of C.P.F. with interest thereon either in cash or by adjustment against the revised retirement benefits.
3) Attested copy of the Pension Payment Order.
4) A certificate containing the following particulars from the head of the Institution from where he / she retired :—
    a) The date of approved appointment and date of retirement after enjoying approved extension(s).
    b) A Certificate of Last Pay drawn.
    c) A statement of average emoluments of last 10(ten) months preceeding his/her retirement.
    d) Date from which the institution came under G.A. Scheme for the 1st time (attested copy of the relevant order should be furnished).
    e) A statement regarding C.P.F. in the Proforma given below :—
    i) Period of contribution to C.P.F. from _______ to _______ .
    ii) Total amount of employer's share of contribution with interest thereon.
    iii) Total amount drawn.

iv) Date of drawal

v) Mode of refund/adjustment.

5) A declaration by the incumbent in the following maner :—

(for all)

I, Shri / Smt.______________ of _______________ school having retired/superannuated on_______________ solumnly declare that if the amount of pensionary benefits which is to be granted to me by the appropriate authority be afterwords found to be in excess/which I am actually entitled, I will refund the excess amount forthwith on demand.

____
Signature of the Pensioner with date.

(where applicable)

I, Shri / Smt.______________ of _______________ School, hereby declare that the amount of outstanding dues as per statement enclosed/any amount drawn by me if found overdrawn during scrutiny of any pension paper should be adjusted from my gratuity and pension.

I hereby promise to raise no objection whatsover for such adjustment.

____
Signature of the pensioner with date
(also for claimnant of L.T.A.)

6) Specimen signature duly attested — 3 slips, each bearing 3 signatures in each slip.

7) Photograph/Joint Photograph — attested by the competent authority on the front side of photo —(3 copies). In case of Family Pension attestation should be done by a person belongs to Group — A Govt. service.

8) Identification mark, in triplicate.

Regarding sanction of Family Pension the following papers in addition to the papers mentioned at item No. 2 to No. 8 should also be furnished :—

A. An application for family pension.

B. Nomination for Death Gratuity, if any.

C. Death Certificate.

D. Succession Certificate/Affidavit of the legal heirs.

Sd/- D. Ghosh
Director of School Education,
West Bengal.

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
BUDGET BRANCH

No. $\frac{\text{496-Edn(B)}}{\text{1M-39/91}}$ Dated, Calcutta, the 16th December, 1991.

MEMORANDUM

Sub : *Change of option in terms of Memo No. 136-Edn (B) dated 15.5.85.*

The undersigned is directed by order of the Governor to say that after careful reconsideration of the matter the Governor has been pleased to allow, in relaxation of the provision contained in para 5(a) of the Memo No. 136-Edn(B) dated 15.5.85 and in partial modification of the Memo No. 148-Edn(B) dated 31.5.90, the approved teaching and non-teaching employees of aided non-Govt. educational institutions who opted for Contributary Provident Fund-cum-Gratuity, to exercise revised option for Pension including Family Pension-cum-Gratuity subject to the condition that employer's share of contribution together with interest and additional interest shall be refunded to the Government forthwith.

2. The revised option as per this memo. will have to be exercised within 90 days from the date of issue of this memo. The fresh option so exercised shall be final and no further change of option will be allowed.

3. This order issues with the concurrence of Finance Department vide their U.O. No. Group J (Pen.)-823 dated 31.10.91.

4. All concerned are being informed accordingly.

Sd/- H.P. Mukhopadhyay,
Joint Secretary to the
Government of West Bengal.

MANAGING COMMITTEE

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Calcutta-16

Memo No. S/440 Date 18.12.1991

NOTIFICATION

In terms of the decision taken by the Executive Committee in its 113th Meeting held on 30.10.91 it is notified in continuation of Board's Notification No. S/27 dated 28.1.91 that due to bye election in Purulia Lok Sabha Constituency held on 16.11.91 the term of the Managing Committee/Ad-hoc Committees/Administrators/Organising Committees of those schools which are situated in the jurisdiction of the aforesaid Lok Sabha Constituency and which could not hold election or complete the process of constitution/reconstitution of their Managing Committees as per direction of the above noted notification, are hereby extended for a period up to 30.4.92 or till completion of election of office-bearers or until further orders whichever is earlier.

This order will not be applicable in cases where the Board has directed or will direct otherwise and if there is any legal bar.

In cases where elections of different categories have already been held prior to the date of issue of this order, the election of office-bearers shall stand deferred up to 1st December 1991 and the said election of office-bearers shall be completed between 1st December 1991 and 30th April 1992.

Sd/- Sudin Chattopadhyay
Secretary

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
SECONDARY BRANCH

No. 24 – Edn (S) / 6 C – 20/89

Dated Calcutta the 8th January, 19

From : Shri S. K. Paul,
Assistant Secretary to the Govt. of West Bengal.

To : The Secretary,
Department of Education,
Ministry of Human Resources,
Govt. of India, New Delhi.

The undersigned is directed to request him to advise all competent authorities und the Govt. of India to accept the High Madrasah Examination passed candidates (Examin tion conducted by the West Bengal Madrasah Education Board functioning under t Education Department of this Government) as equivalent to Madhyamik (Secondar Examination.

Sd/- Illegible
Assistant Secretar